



## **University of Maryland, Baltimore (UMB) Volunteer Service Participation Agreement**

### **Objective**

Employees are encouraged to participate in the University of Maryland, Baltimore Volunteer Service Initiative by offering their time and talents to benefit the citizens of our community through meaningful volunteer service.

### **Eligibility**

All regular faculty, exempt, and non-exempt staff are eligible. **The leave must be pre-approved by the employee's supervisor and scheduled at a time when it will not impair essential functions of the employee's unit or department.** The period in which service leave may be taken begins on January 1<sup>st</sup> of each year and ends on December 31<sup>st</sup> of each year.

### **Service Leave**

Eligible UMB employees may receive 4 hours of paid administrative leave to perform qualifying volunteer service during normal working hours.

### **Qualifying Volunteer Service**

Qualifying volunteer service is defined as volunteer service performed in conjunction with an organization that has a valid 501 (c)(3) designation from the Internal Revenue Service. The activity performed must be non-partisan and non-profit. The volunteer service must not attempt to promote religious beliefs or influence legislation, governmental policy, or elections to public office. A participating employee may not receive any direct compensation or benefits for the service. Time spent commuting to and from the volunteer site or time the employee volunteers after regularly scheduled work hours is not considered qualifying volunteer service.

UMB shall not be liable for any acts or omissions of employee while released for volunteer purposes. Participating employees are expected to follow the rules and regulations of the charitable organizations for which they are providing volunteer service.

### **Record Keeping**

Upon completion of the volunteer service, the Verification of Volunteer Services form must be completed, signed by the volunteer organization's service coordinator, the employee, and the employee's supervisor. A copy of the completed Verification of Volunteer Services form must be forwarded to Human Resource Services.



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### Acknowledgement

*I acknowledge that I have carefully read and fully understand this Agreement and acknowledge I have knowingly and voluntarily entered into this Agreement by signing below. I also acknowledge that my decision to volunteer is entirely voluntary, with no coercion by my employer, no promise of advancement, and no penalty for not volunteering.*

### Employee Acknowledgement of Agreement to Participate

Employee's Printed Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Supervisor's Pre-Approval of Employee's Participation in the University of Maryland, Baltimore Volunteer Service Initiative

Supervisor's Printed Name: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please return this completed form to:**

Human Resource Services  
620 W. Lexington Street  
Third Floor  
Baltimore, MD 21201  
Email: [HRwell@umaryland.edu](mailto:HRwell@umaryland.edu)