

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

Employee Volunteer Program		SOP #: HR.033.00
Effective Date	01.01.2026	
Last Revision/Review		

1. Purpose

The Employee Volunteer Program supports employee participation in Burrell coordinated community service events while reinforcing the organization's commitment to social responsibility and civic engagement.

Participation in the Employee Volunteer Program provides employees with meaningful opportunities to give back to the community while developing leadership, teamwork, and interpersonal skills. Volunteering can enhance personal fulfillment, strengthen connections with colleagues, and promote overall well-being by fostering a sense of purpose beyond daily work responsibilities. Additionally, employees gain exposure to new perspectives and experiences that support professional growth and reinforce pride in being part of a mission-driven institution.

The Employee Volunteer Program strengthens the organization by increasing employee engagement, morale, and retention while reinforcing a culture grounded in service and shared values. By supporting volunteerism, the employer enhances its public reputation, deepens community relationships, and demonstrates authentic corporate citizenship. The program also contributes to leadership and skill development among employees, translating community-based experiences into improved collaboration, problem-solving, and organizational effectiveness.

2. Related Policy/Authority

None

3. Faculty/Staff Responsibilities

Employees will submit their anticipated volunteer services days/hours in advance via email to both their supervisor for review/approval and the Office of Human Resources (hr@burrell.edu). Employees will be required to wear Burrell attire when volunteering and responsible for getting their own transportation to and from the volunteer site.

Supervisors will review and approve volunteer requests and manage flextime where appropriate.

Staff Council will coordinate events and RAC/remote submissions for recognition and approval.

Human Resources will maintain documentation, track hours, and verify supervisor approval when appropriate.

4. Definitions/Abbreviations

Full-time and part-time employees (faculty and staff) are eligible to participate in the Employee Volunteer Program.

Overtime – Any combination of

RAC – Regional Academic Center

Remote-Primary employee work location is not located on either campus

Weekend Volunteer Service - Employees who volunteer for an approved event on weekends are eligible for up to eight (8) hours of paid volunteer leave per year, which may be used during the workweek following the approved volunteer activity, subject to supervisor approval.

Weekday Volunteer Service (Day of Service) - Employees may participate in an approved Day of Service during the workweek and receive their pay for their scheduled workday.

5. Procedural Steps

1. Staff Council will host eight Burrell approved events per year between our two campus locations of Dona Ana County, NM and Brevard County, FL. There will be a Qualtrics sign-up sheet in advance with a first come, first serve approach.
2. Scheduling of these coordinated events will be overseen by Staff Council.
3. Regional Academic Centers (RAC) and remote employees residing outside of the above two counties can identify a local organization for volunteer hours. The RAC coordinator/remote employee will submit the identified local organization to the Staff Council (staffcouncil@burrell.edu) for recognition and approval.
4. Any use of flextime due to weekend events or hours worked outside normal business hours will need to be pre-approved by the employee's supervisor. The combination of volunteer hours and regular worked hours cannot exceed more than 40 hours in a work week.
5. If flextime is granted, it must be used for the full increment provided and cannot be divided across multiple days. Additionally, the flextime should be utilized within 60 days following the Day of Service.
6. To help with planning and accurate recordkeeping, employees should submit their anticipated volunteer service days/hours in advance via email with both their supervisor for review/approval and the Office of Human Resources (hr@burrell.edu). This step ensures activities are properly scheduled according to the business needs of the department and hours are tracked for program reporting. When submitting, please include the date, time, and nature of the volunteer activity. Advance notice helps us support your participation and maintain smooth operations.

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

7. Employees may be required to provide confirmation of volunteer participation. Unverified time may be reclassified as personal or unpaid leave.

6. Reports/Charts/Forms/Attachments/Cross References

None

7. Maintenance

To be reviewed annually by the Office of Human Resources.

8. Signature

Approved By

Department Head of Human Resources

2.16.2026

Date

9. Distribution List

Internal/External

10. Revision History

Revision Date	Subsection #	Summary of Changes	New/Cancellation/Replacement Procedure? (if applicable)	Approval Date