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PURPOSE:

Penn Highlands Healthcare Community Impact Program highly encourages employees to become involved in their communities, lending their voluntary support to programs that positively impact the quality of life within our communities.

The following are guidelines for Penn Highlands Healthcare's employees to serve as volunteers in community programs that are either of personal interest or are corporate-sponsored initiatives.

POLICY:

Volunteer Work

Penn Highlands Leaders (managers, directors, service line leaders, regional leaders, vice presidents, presidents and c-suit executives) will be highly encourages to participate in 40 hours per year of volunteer work. Leaders will encourage their employees to participate in volunteer work. The volunteer work can be of personal interest or corporate-sponsored initiatives/programs.

Examples:

Serving on a local boards or community programs:

- Jaycees, Fireman’s group, Parent Teacher Association, Clubs, associations, etc.

Helping/Assisting with local activities:

- Sporting events, concession stands, community days, food pantries, shelters, fundraising event, etc.

Penn Highlands Sponsored Activities

- Employees can reach out to our Fund Development department for opportunities

Volunteer time should occur primarily outside of normal work hours. Any volunteer time during work hours needs preapproved by your leader. Volunteer time should not conflict with the peak work schedule and other work-related responsibilities, create overtime or cause conflicts with other employees' schedules. If a non-exempt employee does volunteer work during their regular work hours, they must get it preapproved by their leader and they would use paid time off.

Documentation/Tracking of Hours

Leaders will be asked to document their volunteer time monthly through the year on the community involvement and public relations tracking form link below.

<https://app.smartsheet.com/b/form/94eaa15cca37425c8e1fd38c790f4d3e>