

## **205 -Employee Volunteer Procedure**

A non-exempt employee under the Fair Labor Standards Act shall not volunteer for GWA activities (i.e. provide services in connection with GWA activities for which they are not paid) unless *all* of the following requirements are met:

1. The volunteering is truly voluntary, without any direct or implied coercion from GWA, the employee's supervisor, or anyone else connected with GWA.
2. The volunteering is outside of the employee's regular work hours.
3. The employee has not received any promise of, and has no expectation of, compensation for the volunteer activities.
4. The volunteer activities in which the employee engages are not similar to the services the employee provides as part of his or her regular GWA employment and are not an extension of their employment.
5. The employee receives supervisor approval.
6. The employee completes the Employee Volunteer Form set forth below.

Notwithstanding the foregoing, a non-exempt employee that is also the parent of a student may volunteer in activities directly involving their child's education and participation if requirement numbers 1, 3, 5, and 6 above are satisfied.