

Staff Community Service and Mission Engagement Policy

Effective Date: January 1, 2021

Last Updated: August 15, 2024

Responsible University Officer: Donna Davis, Vice President and General Counsel

Policy Owner: Diane Nelson, Associate Vice President, Human Resources

Policy Contacts: Diane Sweeney, Director of Benefits

Jill Bouchard, Leave of Absence Manager

Policy Statement

In furtherance of USF's mission, to promote learning in the Jesuit Catholic tradition, USF encourages employees to volunteer and experience mission activities. Therefore, USF will provide one paid day of leave per year to participate in Community Service and Mission Engagement.

Reason for Policy

As the first university in the City of San Francisco, we have a commitment to the common good of all San Francisco residents. The Jesuit tradition of higher education sees the university as a source of social transformation. Therefore, our hope is that employees are able to develop long-term reciprocal partnerships with community-based organizations as they explore their own values in relationship to the core values of the university. As an institution that values transformative solidarity and integral human development, we encourage cultural humility and discernment before, after, and during Community Service and Mission Engagement.

Who Should Read this Policy?

All full-time (.8 FTE or greater) non-collectively bargained employees, full-time employees in the Public Safety Officers Association (PSOA), full-time employees in the United Service Workers West (USWW), and full-time employees in the Office and Professional Employees International Union (OPEIU), and full-time Librarians in the USFFA and their supervisors.

Policy Text

This program is designed for employees who want to engage in any way to serve a community service organization or to participate in any USF sponsored spiritual retreat or mission-related activity. Participation in these programs strengthens and builds community partnerships and the USF identity while addressing community priorities and needs.

All full-time (.8 FTE or greater) non-collectively bargained employees, full-time employees in the Public Safety Officers Association (PSOA), full-time employees in the United Service Workers West (USWW), and full-time employees in the Office and Professional Employees International Union (OPEIU), full-time Librarians in the USFFA are eligible to participate.

Upon the supervisor's approval, as detailed below, eligible employees may take a maximum of one day per calendar year of paid release time for community engagement with a service or community organization or to participate in a USF sponsored spiritual retreat or mission-related activity. The length of the paid time is determined by the employee's FTE. Volunteering/mission activities do not need to be completed in one day.

Employees wishing to participate in this program do so with the understanding that the university is granting them paid release time as personal leave to do community service or mission engagement activities. As such, it is not a work assignment. Participating employees personally assume any risks associated with their selected service or mission activity. As such, employees will need to complete and sign a Community Service and Mission Engagement Agreement in order to participate.

Both exempt and non-exempt participating employees must request paid release hours via USFWorks as service and mission time off, at least 2 weeks in advance. Note that any time spent in community or doing mission-related activities that extends beyond an employee's normal workday is not counted as paid release time under this program. Employees are only eligible for paid release time under this program for time volunteered or served that takes place during the employee's normal workday.

Procedures

Approval for release time for specific days and times is required by the employee's immediate supervisor. Eligible employees must make specific service day requests in writing to their supervisor at least two weeks prior to the requested time-off. Department workloads and business needs vary and will affect whether it is possible or prudent to release an employee during a particular workday. Employees may not exceed one day of community service release time per calendar year. Employees are, of course, encouraged to volunteer for additional days but paid release time will only be provided

for this one day. The employee should upload the [agreement](#) into USFWorks when requesting time off.

USF is recognized as exempt from federal income taxation as an organization described under Section 501(c)(3) of the Internal Revenue Code; and as such, is prohibited from engaging in certain political activities. Due to this restriction, employees may not use these hours when volunteering for the benefit of any candidate, political party or piece of legislation.

Related Information

[USF Community Service and Mission Engagement Agreement](#)

[Time Away From USF](#)

[Time Off and Leave of Absence Requests Job Aid](#)

Definitions

Paid Time Off – a USF provided benefit that grants employees compensation for time away from USF.

Additional Contacts

- Erin Brigham, Director of the Joan and Ralph Lane Center for Catholic Social Thought and the Ignatian Tradition
- Derick Brown, Senior Director of the Leo T. McCarthy Center for Public Service & the Common Good
- Donal Godfrey, Associate Director for Faculty and Staff Spirituality and University Chaplain

Community Engagement Opportunities

We invite employees into this work as a way to deepen your understanding of social issues and the university's commitment to solidarity. There are many programs at USF and in the surrounding Bay Area community that provide opportunities for engagement that strengthen community partnerships and contribute to the common good.

Employees may find opportunities via:

- [Bay Area Progressives Directory](#)
- [Hands On Bay Area](#)
- [St. Anthony Foundation](#)

- [Glide](#)
- [The Leo T. McCarthy Center for Public Service and the Common Good](#): follow social media for posts that include volunteer opportunities with partner organizations.
- [Engage San Francisco](#): USF's commitment to working with our neighbors in the Western Addition/Fillmore. Follow social media for posts that include opportunities with partner organizations.

Mission Integration Opportunities

The work of Mission Integration is inclusive of spirituality, community engagement, and the promotion of justice, equity, and inclusion.

- [The Mission Council](#) has a menu of opportunities for employees.
- [University Ministry](#)
- [The Lane Center](#) provides opportunities for employees to deepen their understanding and commitment to the core values of the University in relationships with their colleagues and the larger community.

Resources

[Community Service and Mission Engagement Information](#)

[Print a copy of the USF Policy](#)

For any questions, please contact Jill Bouchard, Leave of Absence Manager, at jkbouchard@usfca.edu.

Forms

[USF Community Service and Mission Engagement Agreement](#)

Responsibilities

- Employee: Interested employees must follow the policy and procedures and meet required deadlines.
- Supervisor: The employee's supervisor must approve the employee time away if departmental work allows.
- Administrative Office: The Office of Human Resources will oversee this policy.
- President/Vice Presidents, Deans: Cabinet and Leadership Team will encourage supervisors to allow employees to use this paid time off if departmental duties allow.