USA

UNIVERSITY OF SOUTH ALABAMA

OFFICE OF COMMUNITY ENGAGEMENT

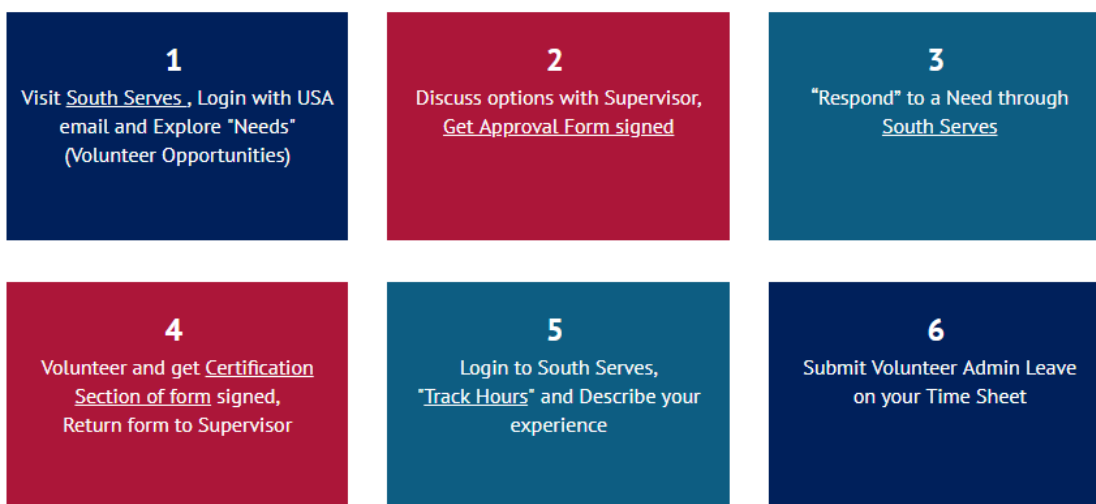## USA's EMPLOYEE COMMUNITY VOLUNTEER PROGRAM

The USA Employee Community Volunteer Program is an initiative of President Tony Waldrop that is administered by the USA Office of Community Engagement. In recognition of the enormously generous spirit of the employees of USA, this program provides **8 hours of paid administrative leave annually** to support employee volunteer efforts. Participation in the program is available to *all full-time employees in good standing who have been employed at USA for at least one year*.

In order to participate (*and receive paid time off to volunteer*) employees must go the to the program website at

https://www.southalabama.edu/departments/communityengagement/ecvprogram.html

(*Easily found by typing* **community engagement** *in the search bar of the USA main website.*)

To find and follow these *required 6 steps*:

1 Visit South Serves , Login with USA email and Explore "Needs" (Volunteer Opportunities)	**2** Discuss options with Supervisor, Get Approval Form signed	**3** "Respond" to a Need through South Serves
4 Volunteer and get Certification Section of form signed, Return form to Supervisor	**5** Login to South Serves, "Track Hours" and Describe your experience	**6** Submit Volunteer Admin Leave on your Time Sheet

Please note:

✓ Supervisors **must** approve the Volunteer Leave **BEFORE** an employee volunteers.

✓ Employees must submit their time in SOUTH SERVES, the USA volunteer management system found on the Office of Community Engagement website.

✓ USA Employees **who do not follow the 6 steps** will have their Volunteer Leave converted to PTO, vacation or unpaid leave (whichever is appropriate for their personal situation).

✓ Volunteers are encouraged to use SOUTH SERVES to report their service, even when it is not a part of the Employee Volunteer Program (we want to celebrate and notice individuals and departments for all they do).