

6/28/09

PACIFIC UNION COLLEGE

Personnel Policy Manual

REGULAR HOURS DONATION POLICY

Policy:

The regular hour donation policy can provide some assistance to employees that may experience financial hardship from Pacific Union College's furlough program. Pacific Union College has established a pool to allow employees to donate regular hours for use during the period of time the college furlough program is in force. The donation must be approved by the Human Resources Director or designee.

Purpose:

The Regular Hour Donation Policy calls for Pacific Union College to establish and administer a voluntary regular hour donation program that provides a means to assist employees that may experience financial hardship due to a salary reduction or furlough. Regular Hour Donation programs allow all employees to voluntarily donate regular hours to another faculty or staff member who is faced with financial hardship. The guidelines described in this Regular Hour Donation Policy are broadly defined. This gives the college the flexibility to adapt such guidelines to fit the needs of different individuals.

Eligibility:

All employees are eligible to participate, either by donating time (donors) or by accepting donations (recipients).

General Procedures:

The Regular Hour Donation program is intended to be used on a case-by-case basis when a financial hardship involving an employee is brought to the attention of a college department or Human Resources (HR). Human Resources is responsible for:

1. Reviewing prospective recipient and donor eligibility in consultation with appropriate college/department representative. If the decision is to deny the request for regular hour donation, the decision may be appealed to the Vice President of Finance in writing within one week of the initial denial. The decision of the Vice President of Finance will be final.

2. Informing employees that voluntary donations of regular hours are being accepted. Such requests to donate regular hours must be voluntary and formally made by the eligible employee to Human Resources on the Regular Hour Donation Form. Solicitation of donations by employees is prohibited.
3. Ensuring that accurate record keeping is maintained at the college and communicated to the Payroll Office on a timely basis, whenever transferring and crediting donated regular hours.
4. Ensuring that the recipients receive the donated hours in a timely manner and in accordance with the Regular Hour Donation policy.

Guidelines:

1. Regular hour donations must be in blocks of not less than 4 hours and the donation will be based on gross wages before tax.
2. The regular hours' donation will be converted to a dollar value by calculating the regular hours donated based on the hourly rate of the employee.
3. The donation will reduce the employee's bi-weekly pay by the amount equivalent to the hours the employee has requested to be donated.
4. The donation will be held in a donation pool if a recipient has not been indentified.
5. If the donor has indicated a recipient the recipient will receive the donated time in the same bi-weekly pay period as the donor's donation. (However, see point #7, below.)
6. The recipient may receive the donation over a set period of time if the recipient or the donor so requests.
7. The donation of regular hours when converted to a dollar amount becomes a taxable donation unless the donor specifically designates a specific employee to receive the donated hours.

Human Resources will be responsible for administering the Regular Hour Donation Program.