



Employee Volunteer Program Policies

The following guidelines are for Edina Public Schools employees who serve as volunteers in our Edina Volunteer Program in our district supporting our community and learners.

Description:

Volunteers who desire to volunteer in our school district must go through the EVP (Edina Volunteer Program) Office for placement and orientation prior to volunteering.

Volunteer Time:

Volunteer time should not conflict with the peak work schedule and other work-related responsibilities, create need for overtime, or cause conflicts with other employee's schedules.

Time away from work for volunteering purposes may occur during lunchtime, before work, after work, or in an agreed upon time during your work day with your supervisor.

Volunteer time should be regular and on a set schedule to help with the coordination of other work-related responsibilities.

Eligibility:

Interested employees should be in good standing.

Interested employees should meet with their manager/supervisor to discuss their volunteer choice, schedule, and to receive approval!

Signature of Employee: _____

Signature of Supervisor: _____

RETURN TO EDINA VOLUNTEER PROGRAM STAFF IN COMMUNITY EDUCATION OFFICE.



Employee Volunteer Program Approval Form

STEP 1: Completed by Employee and Supervisor

Employee Name: _____

Department: _____

Number of hours requesting: _____

Signature of Employee: _____

Approved by: _____ Date: _____

STEP 2: COPY submitted to EVP PRIOR to volunteering placement

Received by: _____ Date: _____

STEP 3: Completed once PLACEMENT is arranged; Copy sent to employee and copy to location.

Location: _____

Day of the Week/Time of Placement: _____

Who working with at location: _____

Start Date: _____ Total Hours being committed: _____

School Year: _____ (new form must be completed each school year)