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TOWN OF WHITESTOWN, INDIANA
RESOLUTION NO. 2016-08

A RESOLUTION CONCERNING
VOLUNTEERING BY TOWN EMPLOYEES

WHEREAS, the Town of Whitestown is a growing and vibrant community; and

WHEREAS, Whitestown employees are some of its greatest assets and are, whether directly or indirectly, ambassadors of the Town; and

WHEREAS, there are many nonprofit endeavors whose purposes and actions directly further the well-being and interests of the Town of Whitestown and the Whitestown community; and

WHEREAS, the Whitestown Town Council desires to encourage Whitestown employees to be involved in local nonprofit efforts that coincide with the goals of the Town of Whitestown; and

WHEREAS, the Whitestown Town Council desires to adopt a policy to permit certain volunteering services, on a limited basis, by Town employees during Town business hours.

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Whitestown, Indiana, as follows:

1. A Whitestown employee may voluntarily perform services during normal hours of employment with the Town under the following circumstances:

   a. The volunteer services may not:

      i. promote religion;
      ii. attempt to influence legislation or governmental policy; or
      iii. attempt to influence elections to public office.

   b. The volunteer services must:

      i. be for the benefit of an organization that is exempt from federal income taxation under Section 501(c)(3) of the Internal Revenue Code; and
      ii. directly further the interests of the Town of Whitestown and be to the benefit of the Whitestown community.

   c. At least thirty (30) days prior to performing the volunteering services, the employee must submit a written request to the Town Manager providing sufficient detail of the time, place, and volunteering activities, and obtain the written approval of the Town Manager in his discretion. Factors that may be considered by the Town Manager in determining to grant or deny the request may include, but are not limited to, the benefits accruing to the Town of Whitestown from the volunteering services, the staffing needs of the Town, or any other factors the Town Manager determines to be relevant and/or sufficient.

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d. If the employee receives compensation from the Town while providing approved volunteering activities under this policy, the employee may not receive any other compensation during the same period from any other source. For purposes of this policy, compensation does not include de minimis fringe benefits of tangible personal property such as coffee, donuts, lunch, etc., normally provided and available to similar volunteers.

2. The employee shall notify the Town Manager or his/her designee immediately upon leaving to perform the volunteering services and immediately upon returning to work (i.e., log-out and log-in). The Town Manager shall maintain a spreadsheet record of all volunteering activities under this policy, including the employees name, the applicable nonprofit, the date and location of the volunteering services, and the log-out/log-in times.

3. An employee may not perform volunteering services during normal hours of employment under this policy for more than six (6) hours per quarter.

4. This policy does not apply to: (i) services performed as a part of a Town employee's duties as a public servant; (ii) volunteering services performed outside the employees hours of employment with the Town, such as services performed during an employee's personal time or paid time off, or (ii) service on a board for which the employee is appointed by the Town Council or Town Council President.

5. Nothing in this Resolution or policy shall be interpreted as creating any property interest, employee benefit, or other substantive or procedural right.

PASSED AND ADOPTED BY THE WHITESTOWN, INDIANA TOWN COUNCIL THIS 10th DAY OF February, 2016.

THE TOWN COUNCIL OF THE TOWN OF WHITESTOWN, INDIANA	YAY/NAY
Eric Miller, President	Yes
Susan Austin, Vice-President	Yes
Kevin Russell	Yay
Clinton Bohm	Yay
Jeff Walker	Yay

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Jeffrey Wishek

ATTEST:

Shannon Metzger

~~Amanda Andrews, Clerk-Treasurer~~

Town of Whitestown, Indiana

2917765 Shannon Metzger, Deputy Clerk