Frequently Asked Questions –
Muncie Community Schools Volunteering

As the lead agent of a community-wide partnership to improve the educational experiences for all of the children in Muncie, Ball State University and President Mearns invite faculty, staff, and students to volunteer their time, talents, and skills to Muncie Community Schools.

In keeping with university policy, employees are permitted to spend up to a total of four hundred and sixteen (416) hours per fiscal year performing outside service activities on university time as long as the outside service activity does not constitute a conflict of interest and is for a governmental entity or not-for-profit organization. Please remember, outside service activities **must be preapproved** by the employee's supervisor.

Although Ball State's policy permits employees to spend up to 416 hours in a fiscal year performing outside services activities, this is a **maximum which should rarely occur** and does not constitute a guaranteed benefit.

Our primary goal is to serve the University community (students and employees) and managers are responsible for ensuring that those levels of service are sustained, especially as it pertains to student success. Volunteer time should not conflict with peak work schedules or work-related responsibilities, create the need for overtime, or create conflicts with other employees' schedules. Departments may develop limitations on the number of hours that an employee can volunteer on a particular day, week or month in order to ensure that the business and operational needs are met.

Additionally, it is the responsibility of the employee to keep a record of the time spent on outside services activities, as well as the supervisor's responsibility to oversee the employee's record-keeping and to ensure that such records are maintained for audit purposes.

Listed below are some helpful frequently-asked questions and responses regarding volunteering in Muncie Community Schools:

1. **Who can volunteer?**
   Faculty, Professional, Service and Staff employees may elect to volunteer in Muncie Community Schools.

2. **Will I be paid for the time?**
   Yes. You will be paid for the time you normally would have been scheduled to work.

3. **If I volunteer outside of my regular work hours, will the University pay me for that time?**
   No. While we appreciate members of the university community assisting the Muncie school system, our policy does not provide *additional* compensation for volunteer work. The intent of the policy is to ensure that staff, service, professional and faculty employees do not suffer a loss of compensation when volunteering for approved events.

4. **Where can I volunteer?**
   There are opportunities to volunteer in Muncie Community Schools' six elementary schools, two middle schools, Muncie Central High School, and Muncie Area Career Center. View the available opportunities here. For a video on how to use GivePulse, watch here.

5. **If I volunteer to chaperone my child's field trip, will I be paid for the time?**
   The University will only compensate employees for participating in the MCS volunteer opportunities listed on our website.

6. **How do I request to volunteer?**
   Employees must obtain pre-approval from their supervisor and include the time/hours for which

they are volunteering. The request and approval must be in writing (email is ok) and the supervisor should retain the document in their payroll audit files.

7. **Must my supervisor approve my request?**
   Supervisors are encouraged to allow employees to participate. However, the supervisor must ensure that there is appropriate staffing to meet the needs of the organization. There are one-time and recurring volunteer opportunities with various time commitments.

8. **Can student employees be paid if they volunteer during their regular work hours?**
   Only staff, service, professional and faculty employees are paid if they volunteer during their regular work hours. Student employees are excluded.

9. **Are temporary employees paid if they volunteer?**
   No. Temporary employees are not eligible to be paid for volunteer time.

10. **Will I be reimbursed for travel expenses?**
    No. In addition, you are not required to submit a travel request.

11. **How do I report the time spent volunteering?**
    In Kronos:
    If you are non-exempt (hourly paid), clock out for the time that you are volunteering, including travel time. You or your supervisor will add the hours using the pay code "Volunteer Pay" in Kronos. This process mirrors how you handle other paid time off, such as sick, vacation, PTO, etc.

    For example, if Mary is volunteering from 9:00 am to 11:00 am and leaves at 8:30 am and returns at 11:30 am, she would clock out at 8:30 am, clock back in at 11:30 am and then add 3 hours of "Volunteer Pay" in Kronos.

    If you are exempt (salaried), the hours spent volunteering should also be coded as "Volunteer Pay" in Kronos. Unlike sick and vacation that are reported in half and full day increments, "Volunteer Pay" is entered in increments of 15 minutes. For example, if Mary spends 2.5 hours performing volunteer work, she would add a line in Kronos with 2.5 hours of "Volunteer Pay".

    In GivePulse:
    To help us keep accurate records, please confirm the number of hours that you volunteer on GivePulse, the university's volunteer tracking system.

    Logging Impacts:
    a. Log into GivePulse using your Ball State username and password.
    b. From your dashboard, click the dropdown "Impacts" menu and select "Add New Impact."
    c. Search for the name of the school where you volunteered.
    d. Select the appropriate volunteer opportunity from the dropdown box.
    e. Record the impact date and time contributed. (You can also record other impacts such as money, goods, training, or other).
    f. Make your impact public or private.

12. **If I am the supervisor, what documentation do I need to keep?**
    Please keep a copy of the employee's request to volunteer in Muncie Community Schools along with your approval of the request. If your employee submitted a Kronos Adjustment Form, please keep this document for three years.

    If you have questions regarding volunteer opportunities, please contact Tiffani Arnold-Pine, Community Volunteer Program Manager. For information regarding Ball State University volunteer activities and related record keeping policies, please contact Kate Stoss in Human Resources.