

TITLE II
ADMINISTRATIVE REGULATIONS
CHAPTER 17 LAKE WORTH SERVES PROGRAM

17.01 Purpose

Service is central to our culture in the City of Lake Worth. As local government employees, we serve every day in various capacities to ensure high-quality, dependable services to our citizens. In addition to their regular duties, some of our employees may seek opportunities outside of work to volunteer their time in the service of others within our community.

However, we recognize that many of our employees have demands on their time outside of work that prevent them from being able to volunteer. The intent of this policy is to remove this barrier and to give all employees equal opportunity to serve in meaningful, face-to-face ways within our community. Such service provides public benefit by helping citizens in need, strengthening ties between employees and the community, and increasing employee engagement.

17.02 Service Hours

A maximum of **40 paid service hours** are available annually to regular, full-time employees who have completed their introductory period as of October 1 of each fiscal year. Both non-exempt and exempt employees are encouraged to participate in this program.

Service hours do not roll over from year to year, and hours must be used within the fiscal year they are given. When employees leave the City, unused service hours will be returned to the City and employees will not receive a payout for this balance.

17.03 Qualifying Service Activities

Acceptable service opportunities should include significant “face-to-face” interaction between the employee and a member(s) of the community. Service opportunities must be city organized service events or activities facilitated by a 501(c)(3) non-profit charitable organization or the Lake Worth ISD and determined by the City Manager to be of public benefit pursuant to his/her authority granted by the City Council.

Service activities should take place in Tarrant County, specifically in Lake Worth, Azle, Saginaw, Fort Worth, Sansom Park, White Settlement or River Oaks or on a Lake Worth ISD campus. Activities involving political groups or causes do not qualify for use of Service Time.

Employees have the flexibility to select service opportunities that interest them and fit within the guidelines of qualifying activities. Employees who are unsure if their service idea will qualify for Service Time should contact Director of Library and Community Services. In addition, the Director of Library and Community Services will maintain a list of ideas for service activities for employees who need help finding a service.

17.04 Application Process

If the Sponsoring Organization for the service activity is on the pre-approved list, employees should submit their Service Time Application Form directly to their supervisor for approval. Once approved, the supervisor will email a copy of the fully executed application to the Director of Library and Community Services and to the employee.

If the Sponsoring Organization for the service activity is not on the pre-approved list, employees should submit their application to the Director of Library and Community Services no less than **five (5) working days** prior to the requested service activity. If approved, the application will be forwarded to the supervisor for final approval.

Supervisors are given discretion to deny applications during days or times that would interfere with normal operations or when approval would cause overtime work to become necessary for the applicant or others in their department. However, supervisors should make reasonable accommodations to allow for Service Time and encourage their employees to serve.

If the Director of Library and Community Services determines that the requested activity does not qualify for Service Time, the Director of Library and Community Services will indicate the denial on the application and return to the employee within two (2) business

days of receipt.

If the supervisor denies the application, they must indicate the denial on the form, include a brief explanation for the denial, and email to the Director of Library and Community Services and the employee as soon as reasonably possible. Employees may participate in service activities only after receiving a fully executed application indicating approval from the Director of Library and Community Services (if applicable) and the supervisor.

17.05 Tracking Service Time

Upon returning to work from the service activity, employees should record their time on their time sheet as “**LWServes**”. Service Time will be used to calculate the total number of weekly hours for non-exempt employees. Employees will only receive paid time at the normal rate for Service Time hours and will not be reimbursed for mileage, meals, travel, or any other expenses.

17.06 Misuse of Service Time

Employees who provide false or misleading information on their application, or who use Service Time for any activity other than the service activity approved on their application, will be subject to appropriate disciplinary action, up to and including termination of employment.

17.07 Volunteer Opportunities – City Project Examples

The examples listed below are basic suggestions and are not considered to be inclusive or exhaustive. Employees who are unsure if their service project idea will qualify for Service Time should contact Director of Library and Community Services directly.

1. Adopt a Park, Street or Median to Keep Lake Worth Beautiful
Enhance community pride by maintaining clean and attractive parks, green spaces, and roadways for residents and visitors to enjoy. Appropriate for individuals and groups alike.
2. Animal Care and Control
 - a. Dog Enrichment Program - provide enrichment (in the form of toys, treats, and more) to Lake Worth shelter pets. Enrichment is critically important to

help pets stay mentally and physically stimulated while they are in the confinement of a shelter.

- b. Play Yard Monitors - help dogs get much needed exercise and enrichment in play groups. These volunteers help ensure the play groups are safe and fun for every dog involved.
 - c. Greeters - help potential adopters find their way around the shelter and meet adoptable cats and dogs.
3. Litter Cleanup
This opportunity is available for individuals and groups who want to clean litter and have a positive impact on the community. We provide free supplies to anyone cleaning litter in a public space in Lake Worth.
 4. Library Storytime and Crafts
Do you enjoy working with children? If so, sign-up to assist the library staff in preparing and conducting fun programs for children.
 5. Seasonal Community Events
Assist in special seasonal events sponsored by the City of Lake Worth. Duties may include set up, greeting community members, working booths and / or facilitating activities. Great for busy volunteers who love to serve.
 6. Senior Center Instructor
Have a skill you would like to share? The opportunities to teach a class to our seniors are endless: art, dance, crafts, exercise, or any other special talent.

17.08 Volunteer Opportunities – Non-Profit Charitable Organization Examples

The examples listed below are basic suggestions and are not considered to be inclusive or exhaustive. Employees who are unsure if their service project idea will qualify for Service Time should contact Director of Library and Community Services directly.

1. Meals on Wheels of Tarrant County
 - a. Meal Delivery - Deliver meals to people in need. Volunteers typically deliver meals one day per week, Monday-Friday between the hours of 10:30 a.m. and 1:30 p.m. Individual and group opportunities are available.

2. Friend-to-Friend (Meals of Wheels of Tarrant County)
 - a. You can develop a friendship with a homebound client who may have no other visitors. Best of all, you can do this on your own timeline.
3. Sixty and Better
 - a. Sixty and Better empowers older adults to live with purpose, independence, and dignity. Each week, volunteers contact an older adult to provide a friendly conversation via the telephone.
4. Community Link
 - a. Community Link strives to alleviate hunger by providing food and personal care items to those in need in Northwest Tarrant County.
5. Catholic Charities
 - a. Catholic Charities Fort Worth is a learning organization that ends poverty by creating solutions. They have a vast volunteer program that offers jobs to fit your talents, schedule, and preferences, and offer long-term, short-term, and special project positions.
6. Big Brothers Big Sisters Tarrant
 - a. Give the invaluable gift of your friendship and become a Big Brother, Big Sister, or Big Couple today.
7. Alliance for Children
 - a. You can help overcome the effects of child abuse by participating in one of the many programs for families offered by the Alliance for Children. Your support can make a world of difference to a child who needs hope.