SERV Eligibility Requirements (Condensed)

Employee Eligibility:

- Employee involvement must assist in the improvement of the community.
- Must be a benefited employee who has worked for the state for at least six months.
- Employee may not receive any direct compensation or benefits from the volunteer position.
- The employee must attend a training or orientation program if one is provided by the chosen program. Leave time for this purpose must fall within the 7.5 or 8.0 hours authorized leave per month.
- Employee must apply in advance and seek prior approval from their direct supervisor or designee.
- The employee's volunteer service must take place during normal working hours.
- Employees with a break in service needs to complete six months of employment before being eligible.
- Participation of part-time state employees will be pro-rated. Seasonal, intermittent, and contract employees are not eligible.

Leave Time Eligibility:

- A maximum leave benefit of one work day per month without loss of salary or benefits.
- Maximum allowable number of leave hours if 7.5 or 8 hours per month depending on the normal work day for the employee's position.
- Employee may volunteer for one full work day monthly or in increments of two half-days, or for shorter periods which do not, in total, exceed the equivalent of one work day, depending on the needs of his/her agency and the needs of the volunteer program.
- Leave time does not cover the commute to or from the volunteer site--or the time the employee may volunteer beyond his/her regularly scheduled work hours.
- Even in cases where employees choose to participate in more than one employee volunteer program the total maximum volunteer leave allowance is still the equivalent of one work day per calendar month.
- Any leave time needed for volunteer training or periodic meetings required by the chosen volunteer program must fall within the 7.5 or 8.0 hours authorized leave per month. No additional leave time will be allowed for such purposes.

Organization Eligibility:

- The organization must be physically located in the state of Massachusetts regardless of whether the employee resides out of state or not.
- The organization must be accredited non-profit organizations and public entities (including but not limited to, environmental, educational health and public safety).
- The organization must be pre-approved. Approved listings are provided by the state in alpha order, by category and/or by region. If the organization is not on the approved listing the employee must contact Karin Oliveira to request that she submit the organization's name to the state for approval. The volunteer approval process must cease if the organization is not approved by the state.
• The organization must be non-partisan—not affiliated with any political resource.
• The organization must not promote religion.

Volunteer Activity Eligibility:

• The activity must address a service need of the state's schools, communities, or citizens (health and human services needs) related to Education, Health, Public Safety, or the Environment.
• Must be non-partisan—not affiliated with politics in any way.
• The activity must not promote religion.

Program Eligibility:

_Mentoring Programs (3 types which are eligible)_

• Tutoring: Youths ages 5-21, such as MCAS and other academic tutoring offered by local public schools or non-profit organizations.
• Site-based Mentoring: For approved mass mentoring programs go to [www.massmentors.org](http://www.massmentors.org)
  When you find a program, call the Human Resources Division at (617) 727-3777 extension 29710 to determine if it is on HRD’s list of approved list, an employee may request HRD to review the program for inclusion.
• Community-based: One-to-one mentoring programs such as Big Brothers or Big Sisters of Massachusetts.

_School Volunteer Programs_

• Public Schools
• Charter Schools
• School Volunteer Services
• Public schools outside of Massachusetts are not covered even if the employee resides out of state. Private schools, pre-school* or home schooling programs do not qualify.
• *Certain activities in pre-school may qualify under community services leave.

_Foster Care Leave_

• Leave time for employees to make necessary preparations and to attend legal proceedings related to their foster care of DSS children.

_Community Service Leave_

• An eligible employee has the opportunity to volunteer in other capacities to address community needs, including, but not limited to, the areas of education, environment, health or public safety. They must specifically provide services to the citizens of Massachusetts.