

Guidelines for Employee-Volunteers

Hundreds of KentuckyOne employees volunteer their time each year at events including the Kentucky State Fair bringing the valuable gift of health and healing to our community. All volunteer positions come with responsibility, and this includes following specific guidelines when the event, such as the fair, is sponsored by KentuckyOne. No employee should be pressured to volunteer for a KentuckyOne event.

Non-exempt employees: The Fair Labor Standards Act prohibits non-exempt employees from volunteering, without pay, in their own department or performing the same or essentially the same duties as specified in their job description. This could also include volunteering at a KentuckyOne sponsored event, such as the Kentucky State Fair.

Employees who are asked to perform their same or essentially same duties for a KentuckyOne sponsored event will be paid their normal rate of pay for all hours worked at the event, and the time they work will be counted toward their hours worked during the applicable work week.

Employees are permitted to volunteer (provided that the volunteer opportunity does not conflict with their schedule or create a conflict of interest as outlined in the Our Values and Ethics at Work) in any capacity, including their same or essentially same duty, as long as the event is not sponsored by KentuckyOne Health.

Examples:

- A nurse, who works for KentuckyOne Health, is performing health screens during the Kentucky State Fair. She will need to be paid for all hours worked, since health assessments are typically part of her core responsibility.
- A phlebotomist who works for KentuckyOne Health wants to volunteer to draw blood for a health screening at her church. KentuckyOne Health is not a sponsor of this event, and therefore, the individual will not be paid.
- A maintenance technician is interested in registering people at the Kentucky State Fair. Even though this is a KentuckyOne Health sponsored event, he can be considered a volunteer for this event as the duties he performs are not similar to his regular duties, and will not be paid for the time he volunteers as the Kentucky State Fair.

Exempt employees: Exempt employees should report their volunteer activity as a community benefit initiative.

Guidelines for all employees include:

- Volunteer hours should not interfere with an employee's normal duties or work schedule. If the event coincides with the normal work schedule, the employee must notify his or her manager or supervisor who must approve the request to volunteer.
- Employees are expected to make their own travel arrangements. Mileage will be paid at the supervisor's discretion.

HR business partners are available to answer questions.