

The City and County of Denver (CCD) has implemented the Denver Good Deeds Employee Volunteer Program (EVP) effective May 2019. CCD employees are not required to participate in the EVP.

Purpose/Goal

Denver Good Deeds allows CCD employees to give back to their community and serve Denver residents in a meaningful way through city-sponsored and approved volunteer projects. These opportunities will give employees a chance to impact the Denver community and feel motivated and empowered. Projects will be referred to the Office of Human Resources (OHR) from 311, the Mayor's Office, Denver Employee Volunteer Opportunities (DEVO), and CCD offices, departments, and agencies.

Eligibility

Current full-time, unlimited Career Service CCD employees who have successfully completed their probationary period are eligible to participate in this program in accordance with the parameters set forth in Career Service Rule 9-80.

Employees are not eligible to participate in the program if:

- They are a part-time/limited/or on-call employee;
- They are non-Career Service employees;
- The employee's employment with CCD terminates for any reason; or
- The program is discontinued.

CCD reserves the right to modify, amend, suspend or discontinue this program at any time without prior notice.

Time

Current full-time, unlimited Career Service employees who have successfully completed their probationary period are eligible to allocate eight hours of paid volunteer time per calendar year towards participating in the EVP. Eligible volunteer projects must be selected from the approved volunteer project list located at www.denvergov.org/DenverGoodDeeds

- Employees will be paid their regular rate for participating in an approved volunteer project
- Paid volunteer time can be taken in the following increments, and on the date(s) agreed upon by the employee and the employee’s direct supervisor:
 - One (1) eight-hour day; or
 - Two (2) four-hour periods over two days
- Paid volunteer time must be used within the calendar year and cannot be carried-over into the following year
- Paid volunteer time is not paid out to the employee if it is not used or upon termination of employment
- Paid volunteer time does not affect vacation, sick leave, or PTO accruals
- Volunteer hours are considered hours worked for Fair Labor Standards Act purposes and employees are not eligible to participate in the EVP if participating in the EVP would result in overtime for the workweek in which the employee participates

Registering a Volunteer Team

Employees must sign up for a volunteer project at www.denvergov.org/DenverGoodDeeds, complete the [Employee Volunteer Program registration and consent form](#) and submit the form to their direct supervisor **at least** two weeks before the date of the volunteer activity. If the supervisor has any questions or concerns, they should consult with OHR before approving or denying the request. Approval is at the discretion of the employee’s direct supervisor.

Volunteer projects are meant to be performed in teams during an employee’s regularly scheduled shift, with two or more CCD employees, and will be led by the selected team lead who will be responsible for recording participation and reporting to OHR’s Program Coordinator.

Approved uses for paid volunteer time

- Projects listed under www.denvergov.org/DenverGoodDeeds that have been referred to and approved by OHR

Examples of unapproved uses for paid volunteer time

- Volunteering for a 501(c)3 non-profit
- Volunteering directly through 311, Mayor’s Office, DEVO, and CCD agencies
- Volunteering for a project not listed under www.denvergov.org/DenverGoodDeeds

Team Transportation Parameters

While you are encouraged to use your EcoPass to and from your volunteer project, if you will be driving to the volunteer site from a city work location, or to a city work location from the volunteer site, you need to be authorized to drive for city business. Visit the [Mileage And Parking Reimbursement page](#) on DenverHub for details.