Purpose:
WATC has joined with 100 top business, non-profit and public-sector leaders, known as the Wichita Metro Chamber of Commerce’s Leadership Council, to adopt strategies to place the Wichita MSA at the top of its peer comparison cities in academic and workforce readiness.

With this in mind, The WATC K-12 Student Success Volunteer Program was developed to encourage WATC employees to participate in approved activities related to children’s academic success.

WATC has pledged to foster and support employee engagement in children’s educational success through volunteer activities in K-12 schools. These activities include but are not limited to:
  o Reading aloud to young children.
  o Participating in organized youth mentoring programs.
  o Guest lecturing in the high schools.
  o Volunteering at school sponsored events (excluding extra-curricular activities such as band, sports, or social events).
  o Tutoring K-12 students.

Eligibility:
• This program applies to all fulltime employees with a minimum of one year of continuous employment with the College.
• On an annual basis (fiscal year), fulltime employees are allowed to use up to 8 hours of Volunteer Service Leave time to participate in an educational related volunteer program.

Guidelines:
• It pays to give! Volunteer Service time will be considered paid time off, without using PTO or Sick pay.
• Volunteer Service time is to be used Monday through Friday during regularly scheduled hours.
• Faculty may not volunteer during teaching/class hours.
• Employees must request in advance (in writing) and receive approval from their supervisor prior to scheduling Volunteer Service Leave. Supervisors have the discretion to deny approval depending on the business needs of the department.
• Exempt employees will use Volunteer Service Leave in ½ day or full day increments. Non-exempt employees will use the leave in full hour increments.
• The pay rate will be the employees’ current base salary on the day the leave is taken.
• Volunteer service hours are not considered hours worked in the computation of overtime hours.
• Employees will reflect the appropriate leave code on their timesheet.
• Volunteer Service Leave that is not taken will be forfeited at the conclusion of each fiscal year and will not be carried over into the next fiscal year.
• Employees will not be paid for the unused leave upon separation from employment.