

We are pleased to share news of an important and timely opportunity for our University to serve the people of Spokane during this global pandemic, and live out our mission of being people for and with others who are committed to social justice and service for the common good.

CHAS Health is a non-profit, federally qualified health center (FQHC) that provides high-quality health care services to families and individuals of all ages, throughout the Inland Northwest. As a FQHC, CHAS Health was chosen to receive a delivery of federal supply doses of COVID-19 vaccines to serve their patient population. This initial delivery was larger than could be managed through CHAS Health's clinic locations without adversely impacting other patient care. CHAS Health reached out to Gonzaga University about the use of one of our large areas to efficiently and effectively distribute this vaccine to their patients while maintaining proper social distancing.

– Excerpt from President McCulloh's 2/25/21 [message to the campus community](#)

What do I need to understand about volunteering at the CHAS vaccination clinic?

All Gonzaga employees, students, and their partners and guests who volunteer during the CHAS clinic must complete CHAS volunteer paperwork and will be defined as a CHAS volunteer.

Does GU pay for employees to volunteer during this event?

Gonzaga's Community Service policy requires all GU employees who volunteer with the CHAS clinic during their work hours to have their time off approved by their supervisor in advance of committing to the time.

Employees can use their Community Service hours in order to be paid while volunteering. The University will not compensate employees for their volunteer time if they do not record the hours as Community Service paid time off in their timesheet.

As with other volunteer efforts, employees are required to balance community service time during work hours with departmental needs and University operations.

Employees who volunteer during their non-work hours will not be compensated for their time

How do employees record volunteer hours that are completed during their work hours?

If employees take time during their regular work hours to volunteer, they must log their volunteer time as Community Service in their timesheet. We are using this payroll code to capture Gonzaga's contribution to community pandemic-related efforts.

The University is supporting an exception for this pandemic-related emergency to allow employees to record more than the standard Community Service hours. Please see the Reference section below for more information on temporary changes to the Community Service Policy.

What if employees ask to volunteer during business hours and the department cannot support the community service request due to operational needs?

Supervisors will need to ensure that the departmental needs are covered during business hours. The university is still operating as normal during these clinics. If there are multiple employees requesting to volunteer, supervisors can ask that they select a time slot on a day that best meets the business needs. If employees are unable to volunteer during the workday due to operational needs, this CHAS event has volunteer hours available Saturday and Sunday.

What if an entire department or office wants to volunteer for this event?

We must acknowledge that we are still in a pandemic and volunteering to support the CHAS (or other) vaccination clinics is not without risk. Supervisors cannot require staff to volunteer at this event. If a director or manager would like to close their office during normal operating hours to allow for volunteering, they will need to get that closure approved by their Executive leadership. Regardless of office closure, GU employees are expected to follow the process of using their community service time for volunteering at this event.

REFERENCE

Gonzaga's Community Service policy, temporarily amended for additional hours to support pandemic-related emergent needs, as authorized by President McCulloh:

Community Service – Regular employees who perform community service are granted up to one-half day with pay per calendar year. Staff members are encouraged to participate in community service and the Center for Community Action and Service Learning (CCASL) can assist employees in identifying opportunities. Community service may include volunteering at schools, or at faith-based or other non-profit organizations. Appropriate organizations should have goals that Gonzaga would deem ethical and consistent with its Mission. As in scheduling vacation leave, employees need to obtain prior supervisory approval. Half-day paid leave is as follows: 8-hour-per-day employees may use 4 hours; 7.5-hour-per-day

employees may use 3.75 hours; 4-hours-per-day employees may use 2 hours; etc. Employees should enter hours for community service on their time sheet and document the agency at which they volunteered in the comment section. (Gonzaga University Policies and Procedures Manual, Part I, Section IV:A.3.)

Temporary increase in community service hours:

The cap in community service hours, as identified above, is being temporarily removed to allow increased volunteer time by Gonzaga employees. Gonzaga University is still fully operational and must balance our operational needs with the service needs within the community.

Given many unknown factors in the pandemic, we will issue a notice, when this temporary increase returns to the normal benefit hours described in the policy.

