

JOHNS HOPKINS TAKES TIME FOR SCHOOLS: SERVICE GUIDELINES

What is the *Johns Hopkins Takes Time for Schools* program?

The *Johns Hopkins Takes Time for Schools* program is a service partnership aimed at providing needed support and assistance to Baltimore City Public Schools (City Schools), while providing faculty and staff an avenue for community service, offering their talents to the city's youth and improving the administrative and educational capacities of our school system. Participants can serve in many capacities including, direct student support, management and leadership advice, facilities and infrastructure improvement. Staff members are eligible for up to 2 work days of paid service leave during the normal work schedule over the fiscal year (July – June). The program was created under the leadership of Johns Hopkins University president Ronald J. Daniels with the endorsement of Baltimore City Schools CEO Dr. Andrés Alonso. The program is coordinated by the Office of Work, Life and Engagement.

Who is eligible for paid service leave through the *Johns Hopkins Takes Time for Schools* program?

All participants must meet the below criteria and have the supervisor approve eligibility and participation:

- Participants must be a full time, benefits eligible member of Johns Hopkins University.
- Part-time, casual, clinical/research and/or grant funded/sponsored staff eligibility varies by division.
- Bargaining unit employees are not eligible.
- Participants must be in good standing with the university and not currently in disciplinary action.
- Participants should be meeting or exceeding performance standards.
- Participation should not impact time-sensitive work and due dates or clinical work. For non-exempt employees, service leave hours do not count toward overtime.
- Participants must pass a sex-offender check conducted by City Schools.
- Participants who will have direct, unsupervised involvement with children must successfully undergo a criminal background check including fingerprinting, conducted by City Schools.

Specific eligibility requirements may vary by division:

School of Public Health Eligibility Guidelines:

- Johns Hopkins School of Public Health (JHSPH) participants must use service time in 3 hour increments as a minimum which results in a maximum of 5 service opportunities using paid leave. Participants may opt for service opportunities that are longer than 3 hours if desired.
- JHSPH participants must be 50% or more on non-sponsored funding -- the percentage of non-sponsored funding is the percentage of paid service time for which an employee is eligible; i.e. if an employee receives 50% of non-sponsored funding, he is eligible to participate in 1 day of paid service leave.

How many hours of service leave are available per year?

Up to but not to exceed the equivalent of 2 work days (15 or 16 hours of paid service time for a 37.5 or 40 hour per week work schedule, respectively) during the normal work schedule over the fiscal year. Service hours must not interfere with business needs or job-related duties and deadlines. Service hours do not need to be "made up" with work time at a later date.

- Each service experience should be no less than 1 hour (unless otherwise specified), or more than 1 full day. Certain restrictions may be imposed by a supervisor or division, so it is important to check with management, human resources or the Office of Work, Life and Engagement.

What is the process to participate in the *Johns Hopkins Takes Time for Schools* program?

1. Initiate a conversation with your supervisor to discuss and confirm eligibility and best day/hours to provide service in the City Schools.
2. Log into the system at <http://www.hopkinsworklife.org/communityprograms/JHTTFS>
 - Select "Register for Your Service Experience."
 - Click "Register" on the Baltimore City Public Schools website and complete the form.
 - Click "Add Program" to begin collecting service leave.
 - Create a username and password.
3. Browse service opportunities.
4. Click "Sign Up" – both you and your supervisor will receive an email confirmation.
5. A volunteer coordinator from City Schools will contact you within one week.
6. Continued participation using service leave should always start at <http://www.hopkinsworklife.org/communityprograms/JHTTFS> by selecting "Browse and Select Your Service Experience."

Are required background checks considered part of the service time?

Yes, but not all opportunities require a background check. Only participants who work with children in an indirectly supervised or unsupervised capacity, and/or for participants that work with children in a supervised capacity more than four times in 12 weeks need a background check. If applicable, a notification with instructions for completing a background check will be sent to the participant. Background checks are provided at no cost to the participant by City Schools Central Administration: 200 E. North Avenue, Room 120, Baltimore, MD 21202. Hours are Thursdays 1 p.m. to 3 p.m. and Fridays 9 a.m. to 3 p.m. The background check application process is considered part of the service time.

Is travel time to and from the service experience included in service leave?

Travel time is included; service time begins from the time you leave work on the clock and continues through the end of your work day or until you return to work later that same day.

Is permission needed to serve in City Schools during work hours?

Yes. Staff members must have the approval of their direct supervisor to participate, and should work closely with their supervisor to determine eligibility and best choice of hours to serve.

How far in advance should staff request supervisor approval for a service experience?

Appropriate advance notice should be given, preferably three weeks prior to a project.

How is service time documented to receive paid leave?

Service leave is separate from work time and should be documented on your E210 using the VOL code. Discuss with your supervisor the correct amount of time to document.

What are the responsibilities of the supervisor/manager?

Staff participation in the *Johns Hopkins Takes Time for Schools* program is fully at the discretion of the direct supervisor/manager. The supervisor/manager must:

- Discuss and confirm eligibility and the best day(s)/hours for service leave to be taken.
- Monitor absence for service leave hours and document it using the VOL code on the E210.
- Maintain open lines of communication with staff regarding their service leave and its impact on job performance and/or business needs.
- Inform the Office of Work, Life and Engagement, worklife@jhu.edu, if the staff member is no longer eligible to participate.

University leadership is committed to community engagement and service in the City Schools. Supervisors are encouraged to promote *Johns Hopkins Takes Time for Schools*, inviting individual participation and exploring group service opportunities. This is a terrific opportunity for staff, the school system and its affiliates, to strengthen Baltimore City as a desirable and competitive place to live, work and raise children.

How is on-site participation documented and confirmed?

Participants are required to sign in and out of their service site on the Volunteer Computer Kiosk (or sign in sheet when a computer is not present), which records service time in the partnership database and tracks all JHU participation. This information is shared with and managed by the Office of Work, Life and Engagement.

What if a participant is injured during the service experience?

Any participant who becomes injured while on service leave should contact the volunteer coordinator or school principal immediately.

Will participants be able to submit expenses to JHU?

No. Participation is fully voluntary. No out-of-pocket expenses will be reimbursed, including travel costs, food and other costs associated with service projects.

Are faculty and staff able to use University property/resources in their service experience?

In general, service activities should not require special equipment or use of University property/resources. In the event that the use of University property/resources is required, an employee must work with and have approval from his/her direct supervisor to do so. Managers, directors and administrators are encouraged to work through the Office of Work, Life and Engagement when interested in donating any equipment to City Schools.

Can University property or resources be donated to City Schools?

Donation or disposal of University property is not at the discretion of individual faculty or staff members. Managers, directors and administrators are encouraged to work through the Office of Work, Life and Engagement when interested in donating any equipment to City Schools.

Can unused service hours be carried into the next fiscal year?

No. Service days/hours cannot carry over to the next fiscal year nor be added to or used for paid time off; unused service leave will not be paid out upon termination.

Can service hours result in flex time (i.e., serve outside of my regular work schedule)?

Service hours being taken through the program should take place during an employee's regular work hours with supervisor's approval. Service hours must not interfere with business needs or job-related duties and deadlines. Any hours used during personal time (e.g., weekends, after work hours) will not be considered as part of the program.

Can service time be approved at an organization somewhere other than City Schools?

No, service leave and the VOL code may only be used in association with City Schools and their partners.

Is participation in the *Johns Hopkins Takes Time for Schools* program guaranteed?

No. Permission to participate can be revoked at any time if requested service hour(s) conflict with business needs or if the participant no longer meets the eligibility criteria.

Is participation in the *Johns Hopkins Takes Time for Schools* program mandatory?

No. Participation is fully voluntary.

If service leave hours are not available due to lack of eligibility or become exhausted, how can staff participate?

Volunteerism is encouraged by the Johns Hopkins University and welcomed by City Schools. The intention of *Johns Hopkins Takes Time for Schools* is to promote service participation in and make a positive impact on schools in Baltimore City. The electronic matching system is available for all Johns Hopkins affiliated people and can be found at <http://www.hopkinsworklife.org/communityprograms/jhtfts/>.

Can family members participate?

Yes. Sharing your service experience with a family member must be approved and coordinated through the volunteer coordinator at your service site.

How should feedback about the service experience be directed?

Following each service experience, participants will have the opportunity to complete a Service Experience Survey, at the Volunteer Computer Kiosk, providing valuable feedback about the site and the program/project they participated in. They may also contact the Volunteer Coordinator at their school site and/or the Office of Work, Life and Engagement.