



STATE OF OHIO
OFFICE OF THE GOVERNOR
COLUMBUS 43266-0601

GEORGE V. Voinovitch
GOVERNOR

BOB TAFT

Ad-opt-A-School

State Agency Policy Guidelines

The Taft Administration encourages school/community partnerships through the **Adopt-A-School** program. State employees across the state are excellent role models and mentors for schoolchildren. Executive Order **99-09T** states that it is appropriate and necessary for state government to set an example through policy and practice in this important area **affecting** our schools and children and serves an essential public service.

Further, the Taft Administration sets forth the following policy guidelines to allow administrative leave time for participation in the Adopt-A-School program. It is important that all state employees be encouraged to volunteer their time and efforts for this program.

All state employees who meet the established qualifications are encouraged to participate in this program. This policy is not intended to discourage or otherwise hinder employees from volunteering their time and effort to other programs or organizations of their choosing. Employees who choose to participate in other school programs and/or other worthy causes must do so on their own time or take appropriate leave approved by their supervisor in order to participate during normal business hours.

Agency Responsibilities

Each Agency and Department (hereinafter called "Agency") under the control of the Governor must develop a written policy for participation and submit it to the Office of the Governor by July 1, 1999.

The Agency is responsible for: 1.) approving leave in accordance with these guidelines and the policy established by the Agency to avoid undue interference with the responsibilities and the overall operation of the Agency or Department; 2.) tracking all leave for purposes of payroll; 3.) maintaining a record of total number of state employee volunteers and the total number of volunteer hours served; 4.) maintaining a record and reporting on an annual basis program activities; and 5.) reporting total volunteers and hours served to the Governor's appointed state agency coordinator on an annual basis.



Scope of Participation

Employees who are permanent, full time employees of the state, and who have successfully passed their probationary period are eligible to participate in **Adopt-A-School** programs.

Participation During Normal Business Hours

Employees who meet the criteria specified above, shall be permitted up to, but not more than three (3) hours per two-week pay period of paid administrative leave to participate in the Adopt-A-School program. Any employee desiring to spend additional time, must have prior approval to use other appropriate leave from their supervisor. Division supervisors are responsible for monitoring participation and retain the right to deny leave in order to fulfill operational needs.

In cases where employees need more than 3 hours per pay period to assure meaningful participation in the program, employees must obtain prior approval from their department director or agency head. The department director or agency head may allocate such additional time as is necessary to provide meaningful assistance to students as long as the participation does not unduly interfere with the operational needs of the department or agency.

Expenditures

The expenditure of moneys under these programs will not be authorized for supplies or equipment, or other miscellaneous items which are not reasonably related to providing human resource support for the programs. This would include purchasing equipment or supplies, prizes and/or awards, and learning materials. Employees must use their own funds to purchase any of the aforementioned supplies or materials for use with the programs. State employees are permitted to engage in limited **fundraising** activities to raise additional moneys for the purchase of items which benefit the children, schools, or programs involved in Adopt-A-School. These activities might include bake sales, **office** donations, dress down days, garage sales, and the like. However, activities such as raffles and any other game of chance are prohibited.

Volunteer Sign Up Procedure

Employees interested in becoming an Adopt-A-School volunteer should contact their supervisor, human resources representative, or department Adopt-A-School coordinator to ensure that all requirements have been met and to express interest.