

9.11 Administrative HELP Program

Policy:

It is the policy of the Licking/Knox Goodwill Industries, Inc. to allow administrative employees to donate one to 24 hours (during the calendar year) of personal days or vacation time to the Goodwill HELP Program.

Procedure:

The purpose of this program is to assist approved administrative employees that have experienced a personal emergency and have exhausted all paid leave benefits. Only full-time administrative employees are eligible to apply for assistance through this program. The donated hours will be paid at the salary/wage rate of the donor/recipient.

- The CEO/President will choose three volunteer administrative staff members to serve on the HELP Committee for a term of two years. Committee members will review and approve/disapprove all applications for the receipt of donated hours.
- To qualify for HELP Program assistance, an employee must complete an Application for Administrative “HELP” Program and submit documentation of the hardship/need to the Director of Human Resources. The Director of Human Resources or designee will review the application for completeness, verify any hardship/need, and forward the application to the HELP Committee within 3 business days.
- A copy of the Application for Administrative “HELP” Program along with the approval or disapproval will be forwarded to the applicant, Director of Human Resources and the employee’s supervisor within 7 business days of receiving the application.
- The Director of Human Resources or designee will inform administrative staff when the HELP Committee has approved an application. The information shared with staff will consist only of the name of the applicant and a brief description of the hardship.
- Solicitation of donated hours is strictly prohibited. Donation of hours is irrevocable, however, any donated hours unused by the specified recipient will be returned to the donors on a pro-rated basis. Any violation of this policy will result in disciplinary action.

To donate hours to the HELP Program, or request assistance, please contact the Human Resources Department. A written Authorization for Transfer of Hours form must be completed and forwarded to the Payroll Department.

Donation of hours or participation in the program is strictly voluntary and shall be considered confidential information. (See Policy Section Seven, *Confidentiality*)