



SMC SERVES

Get credit for volunteer hours in LMS

Up to 4 hours of volunteer service can count towards your annual 20 hours of training!

PURPOSE

SMC Serves is designed to:

- Incorporate **volunteerism** into our work culture
- Encourage employees to **engage** in causes and activities they are passionate about
- Support experiential **leadership** opportunities
- Increase staff completion of the **20-hour training policy**.
- Connect community and staff to **Shared Vision 2025**

CAN I VOLUNTEER DURING WORK HOURS?

- ▶ No, not at this time.

WILL I GET PAID FOR THESE HOURS?

- ▶ No, this optional program is for employees who are willing to volunteer their own time for whatever cause is important to them. Those employees may then use up to 4 hours solely toward their annual training target.

WHAT KIND OF VOLUNTEERING QUALIFIES TOWARDS MY 20 HOURS OF TRAINING?

- ▶ You may pick any volunteering cause you feel drawn towards.

HOW MANY VOLUNTEER HOURS COUNT TOWARDS MY ANNUAL TRAINING TARGET?

- ▶ 4 hours; but if you enjoy your volunteer experience we encourage you to do more!

IS THIS MANDATORY?

- ▶ No, it's 100% voluntary, but it gives you more flexibility in reaching your 20-hours of training.

HOW DO I LOG MY VOLUNTEER HOURS?

1. Get approval from your supervisor
2. Enter the hours into LMS as external training (Visit <https://hr.smcgov.org/external-training>) for assistance

Questions? Contact HR Training & Development Division | 650-363-4343