



City of Pflugerville Pf Serves Program Policy

Purpose

Service is central to our culture in the City of Pflugerville. As local government employees, we serve every day in various capacities to ensure high-quality, dependable services for our citizens. In addition to our regular duties, many of our employees seek opportunities outside of work to volunteer their time in service of others within our community.

However, we recognize that many of our employees have demands on their time outside of work that prevent them from being able to volunteer. The intent of this policy is to remove this barrier and to give all employees equal opportunity to serve in meaningful, face-to-face ways within our community. Such service provides public benefit by helping citizens in need, strengthening ties between employees and the community and increasing employee engagement.

Service Hours

A maximum of 40 paid service hours are available annually to regular, full-time employees who have completed their introductory period as of October 1 of each fiscal year. Both non-exempt and exempt employees are encouraged to participate in this program. Service hours do not roll over from year to year, and hours must be used within the fiscal year they are given. When employees leave the City, unused service hours will be returned to the City and employees will not receive a payout for this balance.

Qualifying Service Activities

Acceptable service opportunities should include significant “face-to-face” interaction between the employee and a member(s) of the community. Service opportunities must be city-organized service events or activities facilitated by a 501(c)(3) non-profit charitable organizations or Pflugerville ISD and determined by the People and Culture Department (P+C) Director to be of public benefit pursuant to his/her authority granted by City Council. Service activities must take place within the boundaries of the City of Pflugerville or on a Pflugerville ISD campus. Activities involving political groups or causes do not qualify for the use of service time.

Employees have the flexibility to select service opportunities that interest them and fit within the guidelines of qualifying activities. Employees who are unsure if their service idea will qualify for Service Time should contact a member of the P + C Department. In addition, P+C will maintain a list of ideas for service activities, which will be provided upon request to employees who need help finding a service opportunity.