



HR Committee Meeting
August 27th, 2026 @ 1:00 pm
VIA Conference Call & Town Hall
141 Main St, Townsend, DE 19734

1:00 p.m. HR Committee Meeting

- I. Call to Order:
- II. Opening Ceremonies
 - a. Roll Call:
 - b. Pledge of Allegiance:
 - c. Recognition of Visitors:
 - d. Announcements:
- III. Citizens Comments & Participation
- IV. Adoption of Agenda.
- V. Approval/Rejection of Meeting Minutes.
 - a. ACTION ITEM: Approval/ Rejection of HR Committee Minutes from the June 18th, 2026 Committee Meeting.
- VI. **ACTION ITEM:** Discussion and review of Survey Results of Volunteer Time as an Employee Benefit.
- VII. **ACTION ITEM:** Discussion and review of Paid Time off Allotments for Townsend Police Department.
- VIII. Ongoing Business Updates.
- IX. Discussion of future agenda items.
- X. Discussion regarding next meeting dates.
- XI. Adjournment.

Committee Meetings will be held both in person and in a virtual format.

Those wishing to attend virtually may dial **1(301)715-8592**. When directed, provide following meeting ID **827- 6421-7575#** and then the following password **361631#** to enter the meeting. If you choose to access the meeting online click the following link:
<https://us02web.zoom.us/j/82764217575?pwd=aHI4RDhTZ0xjME1HV0ZOcHRxSHZ3QT09>

Residents will be able to view documents posted to the meeting tab on the Town website at <https://townsend.delaware.gov> or by joining the meeting via computer.

Employee Benefits- Volunteer Time

Employee Volunteer Time Benefit Survey

The Town is exploring the possibility of offering paid volunteer time as an employee benefit. This survey is intended to gauge employee interest and gather feedback to help determine whether this benefit would be valuable to our team. Your responses will be used for planning purposes only and do not guarantee implementation of the benefit. Thank you for taking a few moments to share your input.

1. How interested would you be in receiving Paid Volunteer Time as an employee benefit?

1	2	3	4	5
---	---	---	---	---

2. If offered, how likely would you be to use Volunteer Time?

- ☐ Very likely
- ☐ Likely
- ☐ Unsure
- ☐ Unlikely
- ☐ Very Unlikely

3. How many paid Volunteer Time hours per year do you believe would be appropriate?

- ☐ 4 hours
- ☐ 8 hours (1 work day)
- ☐ 12 hours
- ☐ 16 hours (2 work days)
- ☐ Other

4. Would you prefer Volunteer Time to be:

- ☐ One full workday
- ☐ Split into smaller increments (2–4 hour blocks)
- ☐ Either option
- ☐ No preference

5. Which types of volunteer opportunities would you be most interested in? (Select all that apply.)

- ☐ Food banks or meal programs
- ☐ Animal shelters or rescues
- ☐ Parks, trails, or environmental clean-up
- ☐ Youth programs or mentoring
- ☐ Schools or educational programs
- ☐ Community festivals or Town events
- ☐ Veterans organizations
- ☐ Faith-based organizations
- ☐ Other

6. How important is it to you that Volunteer Time can be used with an organization of your choosing (subject to Town policy)?

1	2	3	4	5
---	---	---	---	---

7. How valuable do you believe Volunteer Time would be as an employee benefit?

1	2	3	4	5
---	---	---	---	---

8. Would Volunteer Time make the Town a more attractive place to work?

- ☐ Yes
- ☐ No
- ☐ Maybe

9. If Volunteer Time were offered, what factors would encourage you to use it? (Select all that apply.)

- ☐ Flexible scheduling
- ☐ Ability to choose my own organization
- ☐ Opportunities to volunteer with coworkers
- ☐ Town-organized volunteer events
- ☐ Paid time during normal work hours
- ☐ Other

10. What concerns, if any, would you have about a Volunteer Time benefit?

11. Are there any local organizations or causes you would like to support through Volunteer Time?

12. Do you have any additional suggestions or comments regarding this potential employee benefit?

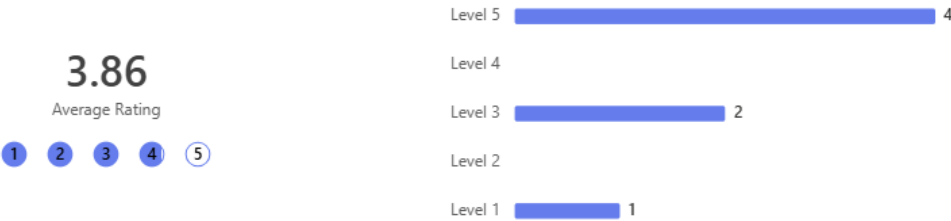
This content is neither created nor endorsed by Microsoft. The data you submit will be sent to the form owner.

 Microsoft Forms

Employee Benefits- Volunteer Time Results

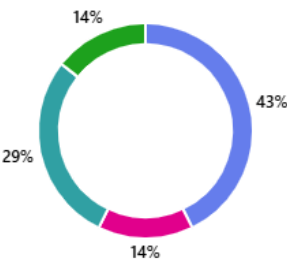
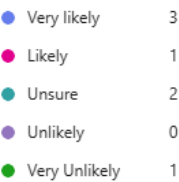
1. How interested would you be in receiving Paid Volunteer Time as an employee benefit?

[More details](#)



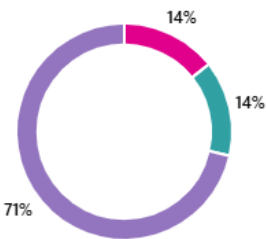
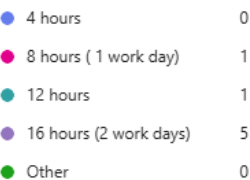
2. If offered, how likely would you be to use Volunteer Time?

[More details](#)



3. How many paid Volunteer Time hours per year do you believe would be appropriate?

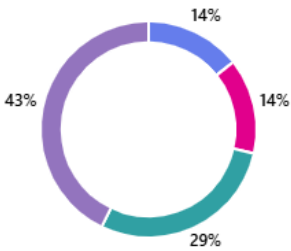
[More details](#)



4. Would you prefer Volunteer Time to be:

[More details](#)

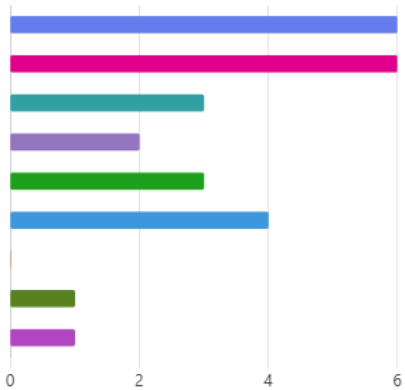
- One full workday 1
- Split into smaller increments (2–4 hour blocks) 1
- Either option 2
- No preference 3



5. Which types of volunteer opportunities would you be most interested in? (Select all that apply.)

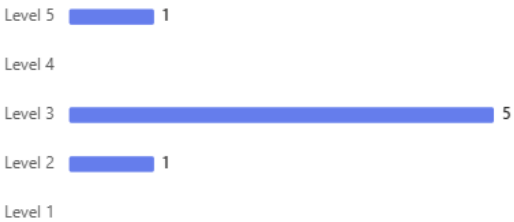
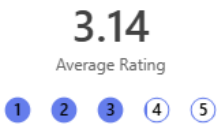
[More details](#)

- Food banks or meal programs 6
- Animal shelters or rescues 6
- Parks, trails, or environmental clean-up 3
- Youth programs or mentoring 2
- Schools or educational programs 3
- Community festivals or Town events 4
- Veterans organizations 0
- Faith-based organizations 1
- Other 1



6. How important is it to you that Volunteer Time can be used with an organization of your choosing (subject to Town policy)?

[More details](#)



7. How valuable do you believe Volunteer Time would be as an employee benefit?

[More details](#)



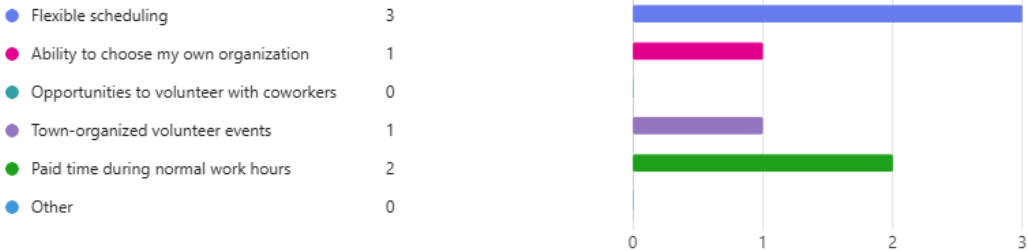
8. Would Volunteer Time make the Town a more attractive place to work?

[More details](#)



9. If Volunteer Time were offered, what factors would encourage you to use it? (Select all that apply.)

[More details](#)



10. What concerns, if any, would you have about a Volunteer Time benefit?

4 Responses

ID ↑	Name	Responses
1	anonymous	I would worry about it becoming a burden. Not to me, but to the other staff. With all of the time off we already have, I dont want additional time off to become a burden to anyone else.
2	anonymous	If anything (and it's not a major concern), I can see how offering this benefit during work hours may create potential scheduling challenges because the office is so small. That being said, I think if volunteer time were planned enough in advance, it'd be easy enough to anticipate a staff member's absence like with our normal time off.
3	anonymous	Having to volunteer for an event that I did not choose.
4	anonymous	n/a

11. Are there any local organizations or causes you would like to support through Volunteer Time?

5 Responses

ID ↑	Name	Responses
1	anonymous	I have always enjoyed giving time to nursing homes. I lost my dear Granny to Alzheimer's in a nursing home, and I never minded going in and spending time with her or playing board/card games with her. I'd love to volunteer to help with activities or just visit with those whose family doesn't come to see them.
2	anonymous	I think anything with the nearby schools (book fairs, school supply drives, etc) or food pantries (Our Daily Bread, etc) would be really beneficial to the community and would look good for the Town. But I'd also love to see opportunities with animal shelters (shoutout to Faithful Friends Animal Society!), maybe nearby historical societies, the Everett Theatre, senior centers, the VFW, etc would offer a lot of variety for staff to engage in service that's meaningful to them.
3	anonymous	Townsend Elementary or maybe cleanup of our local waterways.
4	anonymous	Food Bank of Delaware, SPCA Brandywine
5	anonymous	as selected above, any food/meal programs sound great!

12. Do you have any additional suggestions or comments regarding this potential employee benefit?

3 Responses

ID ↑	Name	Responses
1	anonymous	I don't know if this would entice people to work here- but may be good for your current employees. I may have a different answer than everyone else, but I feel like we already get so many great perks working here!
2	anonymous	This is such a great idea! Not only can it offer employees a nice break from their usual routine if they're able to do this during working hours, but it can also further establish our commitment to stronger communities.
3	anonymous	n/a

Paid Volunteer Time

1. Purpose

The Town of Townsend recognizes the value of community service and encourages employees to participate in volunteer activities that strengthen and support the communities in which we live and work. The Paid Volunteer Time benefit provides eligible employees with an opportunity to volunteer during their regularly scheduled work hours without using accrued vacation, personal, or other paid leave. The purpose of this benefit is to encourage meaningful community service and civic engagement. Paid Volunteer Time is not intended to function as additional personal leave.

2. Eligibility

Regular full-time employees of the Town are eligible to participate in the Paid Volunteer Time benefit.

Part-time employees may be eligible for a prorated benefit based upon their regularly scheduled hours, as determined by the Town Manager.

Employees must be actively employed and in good standing at the time Paid Volunteer Time is requested and used.

3. Volunteer Time Allotment

Eligible employees may receive up to sixteen (16) hours of Paid Volunteer Time per calendar year.

Paid Volunteer Time:

- Is provided on a calendar-year basis;
- Does not accrue from pay period to pay period;
- May not be carried over from one calendar year to the next;
- Has no cash value and will not be paid out upon separation from employment; and
- May not be converted to vacation, personal, sick, or other paid leave.

Employees hired during the calendar year may receive a prorated allotment based upon their date of hire, as determined by the Town Manager.

4. Eligible Organizations

Paid Volunteer Time may only be used for volunteer service performed on behalf of an Eligible Organization.

For purposes of this policy, an Eligible Organization is a recognized nonprofit, charitable, civic, educational, governmental, community-service, or similar organization whose activities provide a legitimate benefit to the community.

Examples of Eligible Organizations include, but are not limited to:

- Delaware SPCA and other recognized animal shelters or animal rescue organizations;
- Local food banks, food pantries, and meal programs;
- United Way and other recognized charitable organizations;
- Schools, educational organizations, and approved youth programs;
- Parks, environmental, conservation, and beautification organizations;
- Veterans organizations;
- Senior centers and organizations serving older adults;
- Recognized historical, cultural, or arts organizations;
- Community development organizations;
- Nonprofit organizations providing services to individuals or families in need;
- Recognized disaster-relief or emergency-response organizations;
- Municipal, county, state, or other governmental community-service initiatives; and
- Town of Townsend-sponsored community service activities or events, when approved by the Town.

An organization does not need to have a physical location within the Town of Townsend to qualify. However, the volunteer activity should provide a legitimate charitable, civic, educational, environmental, or community benefit.

5. Activities That Do Not Qualify

Paid Volunteer Time is intended for organized community service and may not be used for activities that primarily benefit the employee, the employee's family, friends, or personal acquaintances.

Examples of activities that do not qualify include, but are not limited to:

- Helping a friend, neighbor, or family member move;
- Performing household, yard, landscaping, or maintenance work for an individual;
- Providing unpaid childcare or babysitting for a friend or family member;
- Assisting an individual with personal errands or transportation;
- Performing work for the employee's personal business;
- Volunteering for a for-profit business, unless specifically approved as part of a recognized community-service initiative;
- Activities performed primarily for personal, social, recreational, or entertainment purposes;
- Political campaigning, partisan political activities, or activities undertaken on behalf of a political candidate or political party;
- Religious activities that are primarily devotional or worship-related; and
- Any activity that the Town determines does not meet the intent of the Paid Volunteer Time benefit.

Participation in a faith-based organization's community-service program may qualify when the activity is primarily charitable or community-service oriented and otherwise meets the requirements of this policy.

6. Pre-Approval Requirement

Paid Volunteer Time must be approved in advance. Employees may not take Paid Volunteer Time and seek approval after the fact except in extraordinary circumstances approved by the Town Manager.

Employees requesting Paid Volunteer Time must submit a Volunteer Time Request to their supervisor or Department Head.

The request should include:

- Name of the organization;
- Brief description of the organization's mission or services;
- Date and location of the volunteer activity;
- Expected start and end time;
- Number of Volunteer Time hours requested;
- Description of the volunteer duties to be performed; and
- Contact information for the organization or event coordinator, when reasonably available.

Employees may be asked to provide additional information if Management is unable to determine whether the organization or activity meets the requirements of this policy.

7. Approval Process

The employee's supervisor or Department Head will review the request to determine:

- Whether the organization qualifies under this policy;
- Whether the proposed activity qualifies as community service;
- Whether the requested amount of time is reasonable;
- Whether adequate departmental staffing can be maintained; and
- Whether the requested date and time can be accommodated without adversely affecting Town operations.

The supervisor or Department Head may approve, deny, or request modification of the proposed Volunteer Time.

When there is uncertainty regarding whether an organization or activity qualifies, the request shall be referred to the Town Manager for final determination.

Approval should generally be requested at least five (5) business days in advance, when practicable.

Approval of one volunteer activity does not automatically constitute approval of future activities with the same organization.

8. Verification of Volunteer Service

Following completion of the volunteer activity, the employee may be required to provide reasonable verification that the volunteer service occurred.

Acceptable verification may include:

- A signed Volunteer Time Verification Form from the organization;
- An email or letter from an authorized representative of the organization;
- An organization's volunteer sign-in or attendance record;
- An event registration or participation record; or
- Other documentation deemed acceptable by the Town Manager.

The verification should identify the date of service and the approximate number of hours completed.

Employees are responsible for ensuring that required documentation is submitted to their supervisor or the Town Manager within five (5) business days following completion of the volunteer activity.

Failure to provide required verification may result in the time being charged to another available form of leave.

9. Scheduling and Operational Needs

Paid Volunteer Time is subject to the operational needs of the Town.

Employees should understand that the availability of the benefit does not guarantee approval for a particular date or time.

Supervisors shall make reasonable efforts to accommodate requests while ensuring adequate staffing and continuity of Town services.

Requests may be denied or rescheduled when necessary due to:

- Staffing shortages;
- Public safety needs;
- Critical deadlines;
- Scheduled meetings or events;
- Emergency situations;
- Previously approved leave;
- Required employee coverage; or
- Other legitimate operational needs.

Employees are expected to submit requests as early as possible and work cooperatively with their supervisors to identify alternative dates when necessary.

10. Employee Responsibility

Employees using Paid Volunteer Time are expected to:

- Select a qualifying organization and volunteer activity;
- Obtain advance approval before using the benefit;
- Provide complete and accurate information regarding the volunteer activity;
- Report to the volunteer activity as scheduled;
- Perform the agreed-upon volunteer duties in a professional manner;
- Accurately report the hours volunteered;
- Provide required verification following the activity; and
- Notify their supervisor as soon as possible if the volunteer activity is canceled or the employee is unable to participate.

Employees may not represent that they are volunteering on behalf of the Town unless specifically authorized to do so.

11. Town-Organized Volunteer Opportunities

The Town may periodically identify or organize community volunteer opportunities for employees.

Participation in Town-organized volunteer opportunities shall remain voluntary unless the activity is otherwise determined to be an assigned work responsibility.

Employees who choose to participate in an approved Town-organized volunteer opportunity may use their Paid Volunteer Time, provided all other requirements of this policy are satisfied.

The Town will not require an employee to use Paid Volunteer Time for a particular charitable organization or volunteer activity.

12. Incremental Use

Paid Volunteer Time may generally be used in increments of four (4) hours or more, unless otherwise approved by the Town Manager.

Employees may use their annual allotment as:

- One eight-hour day;
- Two eight-hour days;
- Four-hour blocks; or
- A combination of approved increments not exceeding the employee's annual allotment.

The Town Manager may approve smaller increments when the nature of the volunteer opportunity reasonably warrants such an exception.

13. Restrictions

Paid Volunteer Time may not be used for:

- Activities that primarily benefit the employee, the employee's family, friends, or personal acquaintances;

- Activities undertaken primarily for personal financial gain;
- Political campaigning or partisan political activities;
- Activities that violate Town policy or applicable law;
- Activities that create an actual or apparent conflict of interest;
- Activities for a business in which the employee has a personal financial interest;
- Activities that are primarily recreational or social;
- Any activity for which the employee receives compensation for their time; or
- Any activity that the Town Manager determines is inconsistent with the purpose of this benefit.

14. Abuse or Misuse

Paid Volunteer Time is a benefit provided for legitimate community service.

Misrepresentation of an organization, volunteer activity, hours worked, or documentation submitted to the Town may constitute misuse of the benefit and may result in disciplinary action consistent with the Town's Employee Handbook.

Volunteer Time determined to have been improperly used may be charged against the employee's available vacation or other appropriate leave, where permitted.

15. Administration and Final Determination

The Town Manager shall administer this policy and shall have final authority to determine whether an organization or volunteer activity qualifies for Paid Volunteer Time.

The Town Manager may establish administrative forms, procedures, and documentation requirements necessary to implement this policy.

The Town reserves the right to modify, suspend, or discontinue the Paid Volunteer Time benefit based upon operational needs, budgetary considerations, changes in law, or other circumstances.

Nothing in this policy shall be interpreted to create a guarantee of approval for any particular organization, volunteer activity, date, or schedule.

Effective Date: _____

Adopted By: _____

Town of Townsend Paid Volunteer Time Request Form

Employee Information

- Employee Name: _____
- Position/Title: _____
- Supervisor/Department Head: _____

Volunteer Activity Information

- Name of Organization: _____
- Organization Type (check one):
 - ☐ Nonprofit
 - ☐ Charitable
 - ☐ Educational
 - ☐ Governmental
 - ☐ Civic/Community Service
 - ☐ Other: _____
- Brief Description of Organization's Mission or Services:

- Volunteer Activity/Event Name (if applicable):

- Volunteer Activity Location:

- Date of Volunteer Service: _____
- Volunteer Service Start Time: _____
- Volunteer Service End Time: _____
- Total Volunteer Time Requested: _____ Hours

Description of Volunteer Duties

Please describe the volunteer duties you will perform:

Organization Contact Information

- Contact Name: _____
- Title: _____
- Phone: _____
- Email: _____

Employee Certification

I certify that the information provided above is complete and accurate. I understand that:

- The activity must qualify under the Town's Paid Volunteer Time Policy.
- Approval must be received before participating during scheduled work hours.
- Verification of volunteer service may be required within five (5) business days after completion.
- Any misrepresentation may result in denial or disciplinary action.

Employee Signature: _____

Date: _____

Supervisor/Department Head Review

- ☐ Approved
- ☐ Approved with Modification
- ☐ Denied

Comments: _____

Town of Townsend Volunteer Service Verification Form

Employee Information

- Employee Name: _____
- Department: _____

Volunteer Activity Information

- Organization Name: _____
- Volunteer Activity/Event: _____
- Date of Service: _____
- Location of Service: _____

Volunteer Hours Completed

- Start Time: _____
- End Time: _____ Total Hours Served: _____

Description of Volunteer Service Performed

Organization Verification

I verify that the employee identified above participated in volunteer service for our organization on the date listed and completed the approximate hours indicated.

Organization Representative Name: _____

Title: _____

Organization: _____

Representative Signature: _____

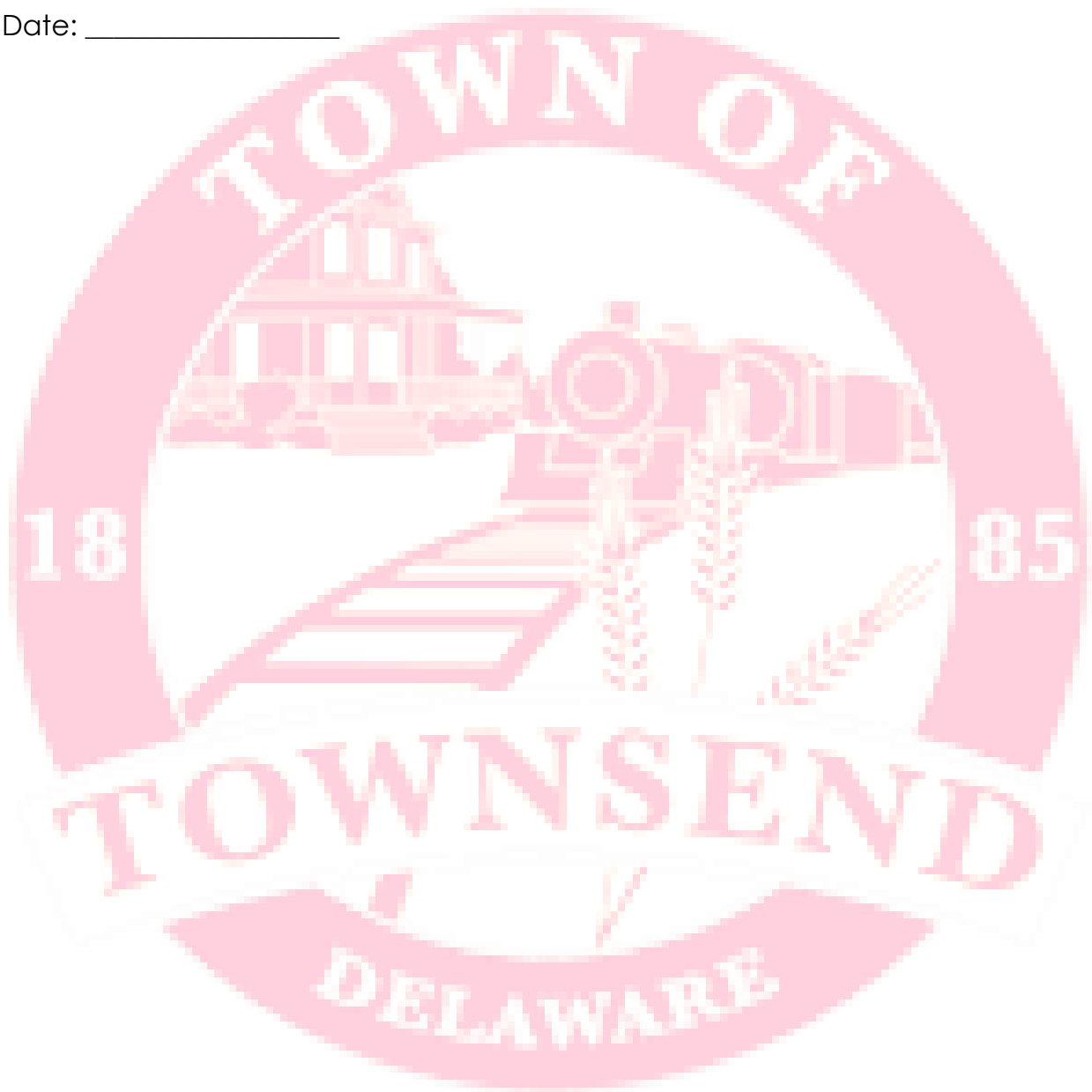
Date: _____

Employee Certification

I certify that the volunteer service described above was completed as stated and that the information provided is true and accurate.

Employee Signature: _____

Date: _____



Article 16

OVERTIME AND HOLIDAYS

1. Overtime compensation shall be paid for work done in excess of a Law Enforcement Officer's normal work day at a rate of time and one-half their regular straight time rate.
2. Overtime payment is not authorized with respect to starting and terminating time necessary to communicating with relief when changing shifts or receiving assignments, for unscheduled administrative work, or for travel time from an employee's home to his/her reporting station or return.
3. Payment of overtime hours shall not be pyramided and payment shall be only for half hour increments.
4. Overtime hours shall include time worked on grant-related projects and pay or extra-duty jobs.
5. Law Enforcement Officers may take compensatory time in lieu of overtime pay at the rate of one and one-half (1-1/2) hours for every overtime hour worked. Each Law Enforcement Officer shall not be allowed to maintain a balance of more than 96 hours of compensatory time. Once a Law Enforcement Officer accrues 96 hours of compensatory time, he/she shall not accrue additional hours of compensatory time until the balance is below 96 hours.
6. The use of compensatory time shall be requested and authorized following the same procedure as other paid leave.
7. Compensatory time hours may be carried over from one calendar year to the next.