

- Employees who commit to provide service during regular work hours will need to, first, obtain approval from their supervisor for the time the employee will spend working with a Beautification project and be away from their regular work area.
- Upon supervisory approval, employees may be allowed to perform certain (approved) tasks during their regular work day.
- When the supervisor approves the employee's request to participate on the Beautification project during their regular work day, employees will receive their regular pay and will not be required to take leave for the time they are performing work for the project. If the employee chooses to take approved annual leave while performing tasks for the Beautification project, the employee would be volunteering their time and will be required to complete the [assumption of risk form](#) (required to be filled out once a project is assigned and the work begins) and the [CBI volunteer registration form](#).
- Any work performed outside of the employee's regular work schedule is considered volunteer time and the employee will be required to complete the [assumption of risk form](#) (required to be filled out once a project is assigned and the work begins) and the [CBI volunteer registration form](#).
- Note: ALL volunteers (employee and non-employee) are required to complete to [CBI volunteer registration form](#).
- Worker's Comp and OSHA: Campus Beautification Team Leads will provide the VP of HR and the University's General Council a comprehensive list of the tasks that employees will be asked to complete, including any equipment that would be used. Team Leads will also provide updates to this list as new types of tasks develop over the course of the project. The Environmental Health and Safety staff will determine which, if any, tasks will require specific safety training prior to allowing an employee to perform them and which, if any, tasks will require safety equipment.