



# VOLUNTEERISM

AT BFR RESTAURANTS \_\_\_\_\_

## VOLUNTEER POLICY FOR GENERAL MANAGERS & STAFF *(revised 9/20/2023)*

Bear Family Restaurants has a long and rich history of community volunteerism. Maybe you have an interest in volunteering at your local library, or are you interested in larger organizations such as Feed my Starving Children, Salvation Army, or would you like to volunteer at our beloved Ronald McDonald Houses? Whatever your preferences, you can make it count with BFR.

In fact, we're so committed to volunteerism, that we're willing to recognize you for your team and individual volunteer activities throughout the year.

## HOW IT WORKS

When you volunteer a minimum of 40 hours within one calendar year, we'll award you with a maximum of 40 hours of additional time off to be taken in one block of time. If you meet the 40 hour minimum before year-end, you may take the additional time off within the same year. If it takes you a little longer to reach the 40 hours, or if you just need some time to plan, you'll have the first six months into the new year to take the time off.

Unlike our vacation policy, if you would prefer to accept a payout of your earned 40 hours rather than take the time off, you are welcome to make a request, and the funds will be placed in your first paycheck of the new year, even if you've met the minimum volunteer time earlier in the current year.

This volunteerism benefit is our way of appreciating you and thanking you for your ongoing commitment to volunteerism and Bear Family Restaurants.

In summary, here are a few key elements to remember.

- You'll need to meet the 40 hour minimum to qualify for the benefit.
- If you choose to take the earned time off, it should be taken after you reach a minimum of 40 hours of volunteer time. Your earned time off may be taken within the year you earn it or it may be carried over into the following year. However it must be taken within the first six months of the new year.
- You may choose to receive equivalent pay instead of taking the time off. All payouts will be made in the first paycheck of the following year.
- BFR employees who are rated 'Needs Improvement' or 'Unsatisfactory' on their Performance Review are no longer eligible to volunteer. Restaurant employees receiving "Some Improvement Required" will need permission from their immediate supervisor. In addition, any employee who is placed on a Performance Improvement Process, will not be eligible to volunteer for the duration of their goals process. This will remain in effect until the next Performance Review at which time we will determine if the employee's performance has improved enough for them to continue to participate.

It's a great benefit! Now is the time to get started!

*Be sure to enroll with Melissa Thorsen, Community Relations Manager. You'll also learn about next steps and eligible volunteer opportunities.*