



## Greenridge Employee Community Service Program

**Background:** Community involvement and volunteerism is an important component of a balanced personal-professional life style. Greenridge encourages all employees to be involved in the communities they live and/or work. This program incentivizes employees to get involved with meaningful services to their community. It is intended to support projects that Greenridge employees are involved with by providing monetary augmentation to employee's time and effort.

**Eligibility of Employee:** To be eligible, an employee must be full-time and beyond the 90 day probationary period. Employees are eligible to participate at the beginning of the calendar year following the completion of his or her 90 probationary period.

**Qualifications for Funding:** To be qualified for the company contribution, an employee must participate in an active role with an "organization" and a "project" that meets the qualifications as set forth below:

A qualified "organization" must be an Internal Revenue Service (IRS) registered non-profit entity with public service projects within the community of employee's residency or work.

A qualified "project" must be sponsored by such organization and be one in which the employee is actively participating.

The funding cannot be used for compensation of employee's time.

**Funding Application:** To apply for funding under this program, an employee must provide a written proposal delineating detail project scope, the amount and proposed use of fund, and the employee's role and participation. A current IRS certification of the non-profit status of the organization should also be provided with the application. The application will be reviewed and responded to within 30 days of the submittal. Upon approval, funding will be made available according to the schedule set forth in the proposal.

**Funding Restrictions:** Each employee is eligible for an annual \$1,000 company contribution. Any unused fund within a calendar year cannot be carried over to the following calendar year, nor can it be transferred to another employee.