

Carthage Cares Policy

Carthage College is rooted in the Lutheran tradition and committed to the values of service. As a Lutheran institution we believe we are saved by grace through faith, and that this grace gives us the freedom we need to love and serve the world — the whole world. In order to live this heritage, Carthage provides all employees the opportunity to engage in this service work through the Carthage Cares Program.

Carthage Cares is a program that seeks to engage with the local community and surrounding areas to participate in a variety of service programs. Each Carthage employee is provided 4 paid hours annually to participate in service projects of their choice with supervisor permission. These hours do not roll over and are not paid out at separation. Below you will find further details of the program:

- Each staff member will be provided 4 paid hours each year to use toward for Carthage Cares events.
- If a Carthage Cares event falls during the scheduled work day supervisor approval will be needed.
- Carthage Cares events will vary in day, time, and time of year. Not all Carthage Cares events are held during business hours. Events that are not during a scheduled shift are not compensated.
- Opportunities to participate in Carthage Cares events will be posted to the bridge
- Staff participants will need to turn in approval forms to the Human Resources department for record keeping.
- All Carthage Cares participants will be given a Carthage Cares shirt. We encourage individuals to wear these shirts during the service activities.
- Hours renew in July at the start of the fiscal year. Hours do not roll over and are not paid out at departure.
- Transportation to events will vary depending on the event, and will sometimes be on one's own.
- Mileage to and from events is not compensated
- Staff can use some or all hours in a given event. Personal time can also be used.
- Carthage Cares hours can only be used for Carthage Cares service events

If you have additional questions please contact the Human Resources office.