



## COMMUNITY INVOLVEMENT

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# Giving back to the community through volunteering

Automation Direct is committed to being a responsible, involved corporate citizen of the communities where its team members live and work. To help fulfill this commitment, the company encourages team members to participate in community projects and organizations, recognizing that such participation gives team members valuable leadership training, work experience and a sense of personal fulfillment.

The Automation Direct Volunteer Program was created to provide paid time off in pursuit of such matters. The volunteer program allows team members to take up to 16 hours per year to participate in specific volunteer programs.

Our program has fostered a new sense of community with corporate-sponsored volunteer activities such as:



- **Dog House Building**

Team members volunteered for one full day at an organization called the Crossroads Foundation. They built approximately 10 dog houses for the non-profit foundation. These houses were used not only for their dogs, but for some pigs, goats and sheep as well.



- **Special Olympics**

Team members volunteer for the local Forsyth County Special Olympics each year. They serve in many capacities, from team captains to "Water Boys"!



- **Senior Center**

Team members support our local Senior Center in a variety of ways. We have team members that sit on the board to help make decisions for the center. Other team members offer their skills such as IT, administration, etc.

GIVING BACK



## Program Procedures

Full-time regular team members earn 16 hours of additional Paid Time Off (PTO) for volunteering each calendar year. Part-time regular team members who work a minimum of 20 hours per week on average earn 8 hours of additional PTO for volunteering each calendar year.

Team members seeking to volunteer during working hours must receive prior approval from their team lead or team captain before making a commitment. A minimum two weeks' advance notice and approval must be obtained.

Approval is based on balancing the business needs with the team member's personal interests. Teamers have a responsibility to ensure their participation in volunteer projects does not impact their ability to fulfill their job requirements. Every reasonable effort to accommodate a team members request to volunteer will be made, but, in some cases it may not be feasible due to the nature of the work being performed.

Before a team member can begin the volunteer assignment, the completed application form, including the required approval signature must be given to Human Resources.

AutomationDirects Human Resources Team will determine whether the proposed project and/or organization fall within the guidelines and will notify the team member and supervisor of approval or decline.

## Eligible Participants

All full-time and part-time regular team members with ninety days of continuous service, satisfactory performance and attendance.

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