

**CITY OF GAUTIER
MEMORANDUM**

To: Samantha Abell, City Manager
From: Jason Pugh, Human Resources Director
Date: 04/01/15
Subject: Volunteer Policy and Procedures Manual

REQUEST

The Human Resources Department requests council approval of the attached Volunteer Policy and Procedures Manual.

BACKGROUND:

The City Manager has directed the Human Resources Director to develop a comprehensive volunteer program. Per statute, volunteer positions are administrative and are under the purview of the City Manager. However, the City Manager finds it is in the best interest of the organization to revise the employee policy handbook to include policies and procedures relating to the use of volunteers generally. The Human Resources Director has developed the attached policy manual, contained herein for council approval.

DISCUSSION:

The use of volunteers in city programs can be very beneficial to the City of Gautier. Volunteers have a wealth of knowledge and experience to offer and would be extremely valuable to the city in accomplishing our many goals. It is recommended that guidelines for the use of volunteers are put in place to oversee and assist the city in the proper and safe use of volunteers in our parks and programs. Under the umbrella of a standardized volunteer policy, the city can develop programs to implement the use of volunteers in many areas of need. Volunteers will be used to complement, but not replace city staff.

The attached policy and procedures manual gives guidance and direction in the use of volunteers.

FINANCIAL IMPACT:

Nominal (logo shirts, name tags, etc.)

RECOMMENDATION:

The City Manager recommends council approval of the attached Volunteer Policy and Procedures Manual

City Council may:

- 1) Approve the policy as presented; or
- 2) Approve the policy with changes; or
- 3) Reject the policy as presented

ATTACHMENT(S):

Volunteer Policy and Procedures Manual

Volunteer Release and Waiver of Liability Form



Volunteer Policy and Procedures Manual

City of Gautier

4/7/2015
Approved by
Gautier City Council

Volunteer Policies and Procedures Manual

City of Gautier

Volunteer Program Mission Statement

The mission of the City of Gautier's Volunteer Policy and Procedures Manual is to provide guidelines for both City employees who supervise volunteers and volunteers who offer their talents, skills and time to foster stewardship of our city, parks, and programs.

Section 1 - General Volunteer Policy

a. Definition of a Volunteer

A "volunteer" is anyone who, without monetary compensation, performs a task at the direction of, and on behalf of, the City of Gautier. Volunteers are viewed as a valuable resource to the City, its employees, and its residents. Volunteers are to be given meaningful assignments, are to be treated with respect by co-workers, are to be provided with effective supervision, are to be provided with an opportunity for appropriate involvement and participation, and are to be recognized for work done. A "volunteer" must be officially registered and/or enrolled by the City prior to performance of the assignment. Volunteers are not employees of the City of Gautier as defined by City policy, or state and federal legislation or regulation.

1. All Volunteers must complete a Volunteer Release of Liability Form with the Human Resources Department before any volunteer assignments.

b. Purpose of Volunteer Policies

The purpose of these policies is to provide overall guidance, structure and direction to city employees and volunteers throughout the volunteer process. These policies do not constitute, either implicitly or explicitly, a binding contractual or personnel agreement. The City of Gautier reserves the right to modify, suspend, interpret, or cancel any of these policies at any time and to expect adherence to any changed policies.

c. Scope of Volunteer Policies

Unless specifically stated, these policies apply to all volunteers in all programs and projects undertaken on behalf of the City, and to all sites of operation.

d. Employees as Volunteers

The City of Gautier also accepts the services of city employees as volunteers under the following circumstances:

1. The volunteer service is provided totally without any coercive nature;
2. The volunteer services involve work which is outside the scope of normal employee duties; and
3. The volunteer services are provided outside of regularly scheduled working hours.

e. Scope of Volunteer Involvement

Volunteers may be utilized in many programs and activities for the City of Gautier within the volunteer's skill level. Volunteers shall not be utilized to displace any paid employees from their positions.

f. Safety and Welfare of Volunteers

Of paramount importance is the safety and welfare of volunteers. Accepted common standards of behavior will be outlined prior to the performance of volunteer assignments. In the event of injury, appropriate first aid is to be given, and the supervisor is to immediately complete a City of Gautier Personal Injury report and submit to the Human Resources Department. All minor volunteers are to be directly supervised by an adult, no exceptions. No power tools are to be used by volunteers under the age of eighteen (18). Prior to the enrollment of any volunteer, the supervisor shall establish an appropriate worksite. Volunteer worksites, training, and safety standards are subject to the same safety requirements as all City work sites and personnel.

g. Screening of Volunteers

Where volunteers are to be placed in direct contact with at-risk clients, such as those working with children under the age of eighteen (18), developmentally disabled persons, the frail, or the elderly, additional screening procedures will be instituted. These procedures may include driving records checks, reference checks, and direct background investigations, including criminal history. These checks will be filed and reviewed annually for those ongoing volunteers whose assignments require these types of checks. All volunteers to be placed with at-risk clients shall submit adequate information to allow the City to conduct these checks. Those who fail to submit the requested information will not be accepted for placement with these clients or for other volunteer assignments.

1. The City of Gautier will require background checks for any volunteer of the City who has the potential to work unsupervised with any minor, senior citizen or physically or mentally impaired person or group. "Unsupervised" shall be defined as working in any facility, park or open space where a City of Gautier paid employee is not actively present.

h. Confidentiality

Access to confidential records is restricted to designated City of Gautier staff. All City related business or program participant information overheard or entrusted to a volunteer needs to remain confidential. It is not to be talked about among other volunteers, participants, friends or family.

Section 2 – Rights and Responsibilities

a. Dress Code

Volunteers shall dress appropriately for the conditions and performance of their duties. Volunteers are to be identified as such through wearing nametags or other methods provided by the City of Gautier.

b. Conduct of Volunteers

Volunteers are expected to conduct themselves appropriately while acting on behalf of the City of Gautier. All applicable city policies concerning ethics, conduct and behavior will apply to volunteers. Volunteers should not engage in any conduct that would bring discredit to the City of Gautier.

c. Absenteeism

If expecting to be absent from a scheduled duty, volunteers shall inform their supervisor as far in advance as possible so that alternative arrangements may be made.

d. Termination of Volunteer Services

The City of Gautier reserves the right to limit or adjust the hours of any volunteer in order to best achieve its public purpose and policy. No contract of employment or any other contractual rights are created by these policies. Participation in any volunteer assignment position of the City shall be open to any individual and no individual shall be discriminated against based upon race, color, religion, sex, national origin, age, disability, genetic information, veteran, or family status. Volunteer services may be terminated by the City or the Volunteer for any reason or no reason at any time, with or without notice.

e. Insurance

Volunteers will not be covered by the City of Gautier health insurance plan and will not be covered by Workers Compensation Insurance. Volunteers should have appropriate medical insurance and shall furnish proof of such insurance upon applying for a volunteer position.

Section 3 – Recruitment and Training of Volunteers

a. Professional Services

Volunteers shall not perform professional services for which certification or licensing is required unless currently certified or licensed to do so. A copy of such certificate or license must be on file with the Human Resources Department.

b. Orientation

All volunteers will receive a general orientation specific to the nature and operation of the particular duties assigned. The City will provide adequate

instruction and, where necessary, training to ensure all workers perform a task properly and safely, and provide individual volunteers with adequate knowledge of City rules and regulations.

Section 4 – Supervision of Volunteers

a. Supervision of Volunteers

Each volunteer must have a clearly identified supervisor who is responsible for direct management of that volunteer. This supervisor may be a city employee, a trained adult volunteer, or other designated person. This supervisor shall be responsible for day to day management and guidance of the work of the volunteer, and shall be available to the volunteer for consultation and assistance. An adult must supervise minors under the age of eighteen (18).

b. The Volunteer as Volunteer Supervisor

A volunteer may be assigned to act as a supervisor of other volunteers. The supervising volunteer will be under the direction of a city employee.

Section 5 – Volunteer Support, Evaluation and Recognition

a. Informal Recognition

Thank you letters, emails and/or verbal thanks are to be given to all volunteers as appropriate. All staff and volunteers responsible for volunteer supervision are encouraged to undertake on-going methods of recognition of volunteer service on a regular basis throughout the year. These methods of informal recognition should range from a simple “thank you” to a concerted effort to include volunteers as participants in program decision-making and implementation.

b. Request for Volunteer Feedback

The Human Resources Department may, from time to time, seek feedback from its volunteers in an effort to improve its volunteer programs.



City of Gautier

Volunteer Release and Waiver of Liability Form

Please read carefully. This is a legal document that affects your legal rights.

I want to participate in volunteer activities for the City of Gautier, henceforth referred to as City. As a City Volunteer, I freely, voluntarily, and without duress, execute this Release under the following terms:

Assumption of Risk. I understand that my work for the City may include activities that are hazardous and/or physically strenuous, and I may be exposed to personal injury or damage to my property as a result of my activities, the activities of others, or the conditions under which my services are performed while participating in City volunteering. Though the City will provide me with support, supervision, training, and supplies to accomplish assigned tasks, I agree to the following:

- I will follow all instructions provided by the City, its employees, or volunteer coordinators.
- I will only use equipment that I know how to operate and use safely.
- I will not undertake any activity for which I do not feel sufficiently prepared or able and until I have received instructions.
- I will take all reasonable precautions to avoid injury to myself and to others and to damage to property.
- Finally, I agree to assume the risk of injury or harm and release the City, its governing authority, management, employees, and other City volunteers from all liability for injury, illness, death, or property damage arising from my work as a Volunteer.

Waiver and Release. I hereby release and forever discharge and agree to indemnify and hold harmless the City from any and all claims, liabilities, losses, damages, costs and expenses resulting from injury or death of any person or persons property damage or that may arise out of my work as a Volunteer. I understand that this release discharges the above entities from any liability that may result from my work whether caused by the negligence of the City.

Medical Treatment. I release and discharge the City from any claim that arises or may arise due to any first aid, medical treatment or service rendered to me.

Insurance. The City does not have responsibility for providing any health, medical, disability or workers compensation insurance coverage for me. IT IS MY RESPONSIBILITY AS A VOLUNTEER TO ENSURE I HAVE MEDICAL INSURANCE. I also understand that if I drive my personal vehicle for City business while volunteering, I must have a valid driver's license and proof of auto insurance.

Photographic Release. I grant the City the right to use photographic images and video or audio recordings of me that are made by the City or others during my volunteer work for the City.

Duration of Release. My agreement to the terms in the Release and Waiver applies as long as I volunteer for the City.

Other. I agree that this Release is intended to be as broad and inclusive as permitted by the laws of the State of Mississippi and that this Release is governed by and will be interpreted according to the laws of the State of Mississippi. I understand that should any part of this Release be ruled invalid by a court, the other parts remain valid and continue to be in effect.

I certify that I am at least eighteen (18) years of age or have had this document signed by my parent or guardian.

Name of Adult (Please print)

If signing for minor, their name

Street Address

Phone Number

City State Zip Code

Email Address

Drivers License Number State Exp. Date

Emergency Contact Phone Number

Signature Date