

Volunteer Policy

(Non-Disaster Service Worker)



1.0 PURPOSE

Placer County's volunteer program is designed to encourage community participation and enhance County programs and services. The County and residents have a tradition of working together to enhance the quality of life of our community. The County's volunteer program provides a wide range of expertise, skills, and support for County programs as well as an opportunity for residents to participate in making a difference in the community. This Policy is intended to help provide an overview of the volunteer program and provide information necessary to help make volunteering for Placer County a positive experience.

2.0 SCOPE

This policy applies to all Placer County volunteers as defined in section 3.

3.0 DEFINITION OF VOLUNTEER

a. VOLUNTEERS IN GENERAL

The Board of Supervisors of Placer County for the purpose of Worker's Compensation, has passed a resolution defining a volunteer as an unpaid employee when that person renders services to Placer County where:

1. Placer County has control and supervisory responsibility over the manner and the result of the services rendered AND;
2. The volunteer receives no remuneration for such services other than meals, transportation, lodging, or reimbursement for incidental expenses AND;
3. The volunteer does not belong to any of the following categories:
 - i. The individual receives remuneration for services rendered from a non-Placer County payroll. Example: visitors or guests on a per diem travel allowance.
 - ii. The individual is sponsored by an outside agency and provides services through that sponsoring agency. Example: Red Cross volunteers.
 - iii. Guests of Placer County. Example: casual visitor
 - iv. The individual is acting as a registered Disaster Service Worker Volunteer (DSW). Example: Registered DSW filing sandbags in preparation for a flood.

For information on DSW Volunteer Policies, please follow this LINK:

<http://www.caloes.ca.gov/cal-oes-divisions/planning-preparedness/disaster-service-worker-volunteer-program> to the California DSWVP Guidance Document.

Individuals meeting this definition of "volunteer" are covered for Workers' Compensation benefits through the County for injuries incurred while providing volunteer services for Placer County.

b. SHORT-TERM VOLUNTEERS

Individuals who assist with special events/projects or for a short period of time. For example, a volunteer work-day to repair trails in a park.

- c. GENERAL VOLUNTEER
An individual who helps on a regularly scheduled basis and may provide services for many months or years.
- d. YOUTH VOLUNTEER
A volunteer who is under the age of 18. A consent form signed by a parent or legal guardian is required for a youth volunteer to participate. Minimum age requirements may vary depending upon assignment.

4.0 ADMINISTRATION OF PROGRAM AND RESPONSIBILITIES OF VOLUNTEERS

a. RECRUITMENT

Volunteers will be recruited by Placer County on a pro-active basis, with the intent of broadening and expanding volunteer involvement in the community. Volunteers shall be recruited by Placer County consistent with County policies, and without regard to sex (including gender), race, religion, color, national origin, ancestry, medical condition, age, marital status, pregnancy, sexual orientation, and/or disability.

b. APPLICATION, BACKGROUND CHECK, AND SELECTION PROCESS

Potential volunteers will complete a written application form provided by Human Resources. All general volunteers or any volunteers who may interact unsupervised with children or who may have access to confidential information for which criminal clearance is needed will be subject to a criminal history fingerprint background check through the California Department of Justice before performing services for the County. The application, background check and interviews will comply with the County's Equal Employment Opportunity Policy and Background Check Policy.

c. ORIENTATION AND TRAINING

Volunteers will be provided on-the-job orientation and training by a supervisor, specific to the assignment and safety concerns. Orientation and training will include educating the volunteer about various County policies that apply to his or her position, in addition to this Policy, such as the County's Policy against Discrimination, Harassment, and Retaliation, the Policy against Workplace Violence, the Alcohol and Drug Policy, the Voicemail, E-Mail, Internet and Computer Use Policy, Mobile Communication Devices Policy, and the Vehicle Policy (if appropriate). Each volunteer is expected to adhere to the County's policies. As appropriate, training may also be provided pertaining to the Health Information Portability and Accountability Act (HIPPA) and similar laws.

d. SUPERVISION OF VOLUNTEERS

Each volunteer must have a clearly identified supervisor who is responsible for direct management of that volunteer.

e. DRIVING

1. Volunteers are only authorized to operate a County vehicle or drive a personal vehicle to perform County business if driving is necessary to perform an essential duty of the volunteer's position. Volunteers are required to comply with the California Vehicle Code and County Vehicle Policy at all times.
2. A volunteer assigned to operate a Placer County owned vehicle or perform volunteer services with their private vehicle must have a valid California driver's license with a classification consistent with the type of vehicle to be driven. No volunteer may operate a Placer County owned vehicle or perform volunteer services with their private vehicle with a revoked or suspended driver license.

3. Volunteers are responsible for any damage resulting from their use of personal vehicles to perform County business, to include any a deductibles from the volunteer's private automobile insurance policy and any third party damages. Therefore, volunteers who are authorized to use a personal vehicle for County business are required to provide proof of financial responsibility. The County's Vehicle Policy sets forth the proof of financial responsibility requirements related to the use of personal vehicles. Damages resulting from the use of County owned vehicles, while performing County business, will be covered by the County's insurance program.
- f. ASSIGNMENT
To facilitate administration of the volunteer program, each Department will complete a Volunteer Assignment Description form and Volunteer Risk Assessment form.
- g. SAFETY
Each volunteer is included in Placer's County's Risk Management and Safety program. Before they begin service, the direct supervisor is responsible for informing the volunteer of safe work practices as required for employees.

Any injury to the volunteer or loss to a third party must be reported and processed in accordance with existing County policies. Volunteers and supervisors must advise staff of any equipment or situation that may pose a safety hazard.
- h. NON-DISCLOSURE AGREEMENT
Placer County collects and maintains private and confidential information while carrying out its functions and operations. Volunteers are responsible for maintaining the confidentiality of information they obtain while serving as volunteers, and will be required to sign non-disclosure agreement to protect confidential information.
- i. WAIVER OF LIABILITY
Volunteers will sign a waiver of liability approved by County Counsel's office before performing any services.
- j. REPORTING AND RECORD-KEEPING
Departments utilizing volunteers shall provide the Workers' Compensation Division of the Department of Human Resources with their volunteer roster and volunteer service hours on an annual basis. All records regarding volunteer service shall be maintained for a duration that is in accordance with existing Placer County recordkeeping policies.
- k. GIFTS
As a general rule, volunteers are discouraged from accepting gifts from the public.
- l. CONFLICT OF INTEREST
Volunteers are required to disclose any business, commercial or financial interest they may have, where such interest might be construed by a reasonable person as being in real, potential, or apparent conflict with their services for the County.
- m. RELEASE FROM SERVICE
Volunteers serve at the pleasure of the County. Accordingly, a volunteer may be released from service without notice or cause. A Department's release of a volunteer from County service will comply with the County's Equal Opportunity Policy and Policy against Workplace Discrimination, Harassment, and Retaliation Policy.