

**VOLUNTEER PROGRAM****SECTION 5.02**

Effective Date: October 15, 2015

Approved By: Governing Board **PROCEDURE:**

- A. Classification of Volunteers: All persons who perform services for the agency without compensation shall be classified in one of the following descriptions:
1. Regular: A Volunteer who serves at scheduled times for a period of one hundred eighty (180) days or more.
  2. Temporary: A Volunteer who serves at recurrent scheduled times for a period of less than one hundred eighty (180) days.
  3. Occasional: A Volunteer who serves at scheduled times on an intermittent, occasional or as needed basis.
  4. Unclassified: All other Volunteers. Example: a volunteer who serves without a set schedule or for a one-time event.
- B. Application and Acceptance: All Regular, Temporary, and Occasional Volunteers must apply for volunteer positions and be accepted by the agency prior to performance of services.

Employment applications may be obtained at the agency's main office.

Senior Staff and other supervisory staff will review the appropriate applications, and will fill volunteer positions according to the methods, criteria and preferences generally used to fill paid employee positions. This includes a determination that the volunteer is qualified for the position, and may include a criminal background check and/or health screening when necessary or appropriate.

Prior to volunteering, senior staff or other supervisory staff must complete a Volunteer Offer and attach background check information from at least the local law enforcement. This information is forwarded to the Program Director for approval. Once approved by the Program Director it is then forwarded to the Executive Director for approval or disapproval. If denied the offer will be returned to the Program Director or Supervisor listed on the form.

*(Unclassified volunteers may serve at direction and with approval of Program Directors)*

- C. Volunteers Pursuing In-House Status for Hiring Purposes: Volunteers Pursuing In-House Status for hiring purposes will be required to be tested for appropriate competency level

(reading, math, typing, etc.). Volunteers will be accepted regardless of results of testing. Such testing will be beneficial for those who later apply for posted in-house positions.

- D. Volunteer Hiring Preference: Volunteers who have completed 1040 hours of accepted and approved service within 2 calendar years of approval for the agency are eligible for the in-house hiring preference when applying for a paid position with the agency.
- E. Orientation: Prior to performing services, all Regular, Temporary and Occasional Volunteers who have been accepted will be provided with an orientation packet, which shall contain a brief description of all agency programs and all forms necessary to ensure that the volunteer is properly enrolled.

All volunteers will receive a general orientation on the nature and purpose of the agency, an orientation on the nature and operation of the program or activity for which they are recruited, and a specific orientation on the purposes and requirements of the position to which they are assigned.

Those staff that will be in a supervisory capacity to volunteers shall have primary responsibility for design and delivery of orientation and on-the-job training to volunteers assigned to them.

- F. Community Service: The agency also accepts as volunteers those participating in community service programs. In such cases, terms of the volunteer's service shall be in accordance with the orders of and/ or agreements with the court or referring agency, department or organization.
- G. Employees as Volunteers: The agency accepts the services of staff as volunteers. This service is accepted provided that the volunteer service is provided totally without any coercive nature, involves work which is outside the scope of normal staff duties, and is provided outside of usual working hours. Family members of staff are permitted to volunteer with the agency.
- H. Volunteer Supervision: Each volunteer who is accepted to a position with the agency must have a clearly identified supervisor who is responsible for direct management of that volunteer. This supervisor shall be responsible for day-to-day management and guidance of the work of the volunteer.
- I. Application of Policies and Procedures: The policies and procedures of the agency addressing the requirements of employees, including those concerning hours of work, absenteeism, nepotism, confidentiality, ethics, standards of attire, sexual harassment, and partisan political activity shall apply to all volunteers, to the extent not inconsistent with other terms of this procedure.
- J. Time Cards: Volunteers are responsible for the accurate completion and timely submission of time cards. Program Directors or his/ her designee shall review the time cards for accuracy and forward them to the Fiscal Department.

- K. Maintenance of Records: The Fiscal Department will maintain records of volunteer service, including dates/ hours of service and positions held for a period of six months after termination of service.
- L. Service at the Discretion of the Agency: The service of all volunteers is accepted at the sole discretion of the agency. Volunteers agree that the agency may at any time, with or without cause, terminate the volunteer's relationship with the agency. Prior to dismissal of a volunteer, supervising staff should seek and consult the Program Director. The supervisor shall notify the volunteer in writing of the dismissal.
- M. Resignation: Volunteers may resign from their volunteer service with the agency at any time. Volunteers who intend to resign should provide reasonable advance notice of their departure to their volunteer supervisor.
- N. Notice of Departure or Re-Assignment of a Volunteer: In the event that a volunteer departs the agency, whether voluntarily or involuntarily, or is re- assigned to a new position, it shall be the responsibility of the Supervisor to inform those affected staff and clients that the volunteer is no longer affiliated with the agency and should clearly indicate that any further contact with the volunteer is outside any scope of relationship with the agency.