



# Town of Discovery Bay

<b>Program Area:</b> All	<b>Policy Name:</b> Volunteer Policy	<b>Policy Number:</b> 020
<b>Date Established:</b> January 14, 2015	<b>Date Amended:</b> N/A	<b>Resolution:</b> 2015-01

## **POLICY STATEMENT**

The Town of Discovery Bay Community Services District supports and encourages the use of volunteers when and where it is feasible and appropriate. Volunteers do not replace District staff; rather volunteers should complement and supplement District staff efforts. This policy provides a framework and process to guide in the recruitment and management of volunteers and provides guidelines for staff to work with volunteers in the completion of approved meaningful projects, programs or events in a manner that enhances quality services for the benefit of the public. It outlines a procedural structure that adjusts to the different types of volunteer activities and level of volunteer commitment. Management within each District department must determine the need for and use of volunteers consistent with this policy.

## **VOLUNTEER APPLICATION AND AGREEMENT**

Each new volunteer must fill out the appropriate volunteer application and/or agreement. The volunteer applicant must also meet appropriate fingerprinting and TB test requirements, as necessary. The District reserves the right to accept or reject an individual or group's offer to volunteer as well as determine the appropriate assignment.

## **VOLUNTEER QUALIFICATIONS**

1. Age. Volunteers under the age of 13 must be accompanied by a parent or legal guardian during their service for the District. Alternatively, if approved by the parent or legal guardian, an authorized adult representative or supervisor of the educational or vocational organization may supervise volunteers below 13 years of age, provided that the organization has signed an agreement with District taking responsibility for the volunteers. All volunteers, both adults and persons under the age of 18, must sign and date, or have their parent or legal guardian sign and date, the Volunteer Application and/or Agreements. Volunteers under the age of 18 will only perform volunteer services during non-school hours.

### 2. Fingerprinting and Background Check

a. Consistent with California Public Resources Code Section 5164, the District will fingerprint any volunteer who may be assigned to a project or program in a position having supervisory or disciplinary authority over any minor, in order to screen for any and all criminal convictions as spelled out in the above referenced section before they can begin delivering the service.

b. Furthermore, the District reserves the right to conduct reference checks in order to improve safe and appropriate assignment of volunteers.

c. The District will follow appropriate District policy for record and file keeping guidelines to ensure the privacy of volunteers' sensitive information including but not limited to background checks, medical records, or other.

d. The District will cover the costs of fingerprinting and background checks for volunteers.

### 3. Requirement for TB Testing

a. The District extends the State requirement for TB testing to volunteers. TB testing requirement will be conducted consistent with the California Public Resources Code **5163, which states the following:** (a) No person shall initially be employed in connection with a park, playground, recreational center, or beach used for recreational purposes by a city or county in a position requiring contact with children, or as a food concessionaire or other licensed concessionaire in that area, unless the person produces or has on file with city or county a certificate showing that within the last two years the person has been examined and has been found to be free of communicable tuberculosis.

b. For persons with a positive TB skin test reading, a physician's medical clearance must be obtained prior to services being provided as specified above. The District shall keep on file each "Certificate" of clearance for the person described above. "Certificate" means a document signed by a licensed examining physician or surgeon, or a notice from a public health agency or unit of the tuberculosis association which indicates freedom from active tuberculosis.

### **DETERMINING AND APPROVAL – USE OF VOLUNTEERS**

Once a department has determined a need for the use of volunteer services, the Department Manager must submit the Volunteer Assignment Description form detailing the tasks to be performed, number of hours requested and proposed schedule, necessary skills, required training to be provided and the anticipated duration of the project. Completed forms will be reviewed for approval by the General Manager before a volunteer assignment can be filled.

### **ASSIGNMENT OF VOLUNTEERS**

Upon approval of a volunteer assignment, the Department Manager may recruit for the opening. Volunteers shall be recruited, placed and managed without regard to race, religion, color, ancestry, gender, sexual orientation, age, creed, national origin, ethnicity, or physical disability. Volunteers must be physically able to perform the activity which he or she has agreed to accomplish. The District reserves the right to determine the volunteers' ability to perform an identified activity or project.

The Department Manager shall be responsible for ensuring that all training is completed and that the Volunteer Handbook has been read and understood, prior to allowing the volunteer to work unsupervised.

### **DISTRICT EMPLOYEES AS VOLUNTEERS**

The Federal Labor Standards Act prohibits District employees from volunteering to do the same activities that they are normally paid to perform. District staff may, free of coercion, volunteer to carry out activities not significantly related to their paid positions and may do so only outside of their usual paid hours.

### **USE OF TOOLS OR VEHICLES**

Subject to approval by Department Manager, volunteers may use office equipment, recreation equipment and supplies, unpowered hand tools provided by staff and, with proper training and permission, some power equipment in the completion of the designated project or service. Department Managers are responsible for ensuring proper training and/or certification prior to a volunteer's use of equipment described above. No volunteer under the age of 18 shall be permitted to use power equipment requiring additional training.

Volunteers are prohibited from using District vehicles. Volunteers using their own vehicles in the course of District business must first be pre-approved by the General Manager and shall submit verification of automobile insurance coverage. The District may conduct a Department of Motor Vehicles check for volunteers who are requested to drive as part of their volunteer work.

## **WORKERS COMPENSATION**

All volunteers must have signed and dated the appropriate volunteer application or agreement in order to establish their coverage under the District's Workers Compensation program for injuries that occur while the volunteer is providing the service. All volunteers shall immediately report all injuries or incidents to District staff.