

C-20 USE OF VOLUNTEERS WITHIN COUNTY DEPARTMENTS



Inception Date: 06/08/1993

Last Revision Date:

~~03/27/06/13/2017~~ ~~08/09/1994~~ By:
Human Resources

20.1.0 POLICY

20.1.1 The Board of Supervisors encourages the use of volunteers within County Departments. The use of volunteers can be beneficial and may be critical for the continuation of public services provided by the County.

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20.2.0 GENERAL REQUIREMENTS

20.2.1 Use of volunteers within County Departments is not intended to displace existing County employees.

20.2.2 All authorized volunteers working within County Departments will be covered for purposes of general and professional liability and workers compensation.

20.2.3 Volunteers serve at the pleasure of the Department Head or his/her designee.

20.2.4 All County Departments are authorized to use volunteers to perform specific volunteer assignments -as designated -by the Department. The Department Head or an assigned departmental volunteer coordinator is responsible for all volunteers working within their Department.

20.2.5 The Department is responsible for specifying all volunteer duties and assignments and ensuring that all volunteers are provided appropriate and adequate on the job training for the volunteer assignment.

20.2.6 All volunteers are to be -provided a -description of -the general duties or functions to be performed by the volunteer and this description should also specify the Department volunteer coordinator or supervisor who is responsible for the supervision of the volunteer.

20.2.7 All volunteers are required to complete a Volunteer Application. Each Department is responsible for verifying the information contained within the Volunteer Application. Upon agreement -of the voluntary assignment, the Department -Head or his/her designee and the volunteer must complete -a Volunteer Commitment form. The Volunteer Application and Commitment Form must be filed in the Department.

~~20.2.7~~ 20.2.8 Departments may recruit their own volunteers by various methods (i.e. Department Intranet/Internet Page, Social Media, Community Events, etc.) or utilize the County's volunteer website www.solanovolunteers.org. When a Department uses the volunteer website to recruit volunteers, the Department Head or designated volunteer coordinator must comply with the completion of the volunteer application, or may utilize the services of the Volunteer Center of Solano County. Information about using the Volunteer Center is available from Human Resources. When a Department uses the services of the Volunteer Center to recruit volunteers, the Department Head or designated volunteer coordinator must comply with the application and reporting requirements of the Volunteer Center.

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- ~~20.2.8 All volunteers are required to complete a Volunteer Application. Each Department is responsible for verifying the information contained within the Volunteer Application. Upon agreement of the voluntary assignment, the Department Head or his/her designee and the volunteer must complete a Volunteer Commitment form. A copy of the Volunteer Commitment form and the Volunteer Application will be forwarded to Human Resources. If a voluntary assignment is extended beyond the dates indicated on the Volunteer Commitment form or if it is concluded prior to the dates indicated Departments must notify Human Resources.~~
- 20.2.9 The Department Head or the Departmental volunteer coordinator is responsible for providing the following to each volunteer:
- A safe and healthful work environment.
 - A written description of the duties of the volunteer assignment.
 - Orientation of the Department's mission, programs, staff and physical plant.
 - On the job tTraining and in-service instruction as needed for each volunteer assignment.
 - Safety training and instruction pursuant to the Department's Injury and Illness Prevention Program.
 - Daily direct supervision and follow-up support, including all materials needed to perform the volunteer assignment.
- 20.2.10 All volunteer records and volunteer hours are to be maintained by the Department. ~~including a record of all volunteer hours on the Record of Volunteer Hours form.~~
- 20.2.11 No volunteer may perform duties or function which require a pre-employment medical or psychological examination.
- 20.2.12 Some volunteer assignments in the Health and Social Services Department may require a health screening for current immunizations and infection control education for blood-borne pathogen exposures. The Health & Social Services Department will provide any required immunizations.
- 20.2.13 Some volunteer assignments may require the Department conduct a thorough background check.
- 20.2.14 No volunteer may operate a motor vehicle or power equipment while performing volunteer work for the County. Examples of power equipment include lawn mowers, chain saws, or motorized carts. Exceptions to this exclusion are permissible only upon approval of the County's Risk Manager.
- 20.2.15 Volunteers are not entitled to any rights or benefits otherwise available to County employees. This includes but is not limited to, health insurance, retirement, disability insurance, sick or vacation leave, paid holidays or any other payments or reimbursements associated with employment with the County of Solano. Volunteers are eligible for reimbursement of incidental expenses associated with their volunteer assignment with prior approval from the Department Head or his/her designee.

20.3.1 REFERENCES & RESOURCES

~~Human Resources, Risk Management.~~

~~Volunteer Center of Solano County, 1812 Capitol Street, Vallejo, 645-7899.~~