

City of Riverside, California
Human Resources Policy and Procedure Manual

Human Resources Director

City of Arts & Innovation

City Manager

Number: I-9 Effective Date: TBD

SUBJECT: Municipal Volunteer Program

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PURPOSE:

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To establish a framework procedure for meaningful and productive utilization of volunteers by City Departments.

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DEFINITIONS:

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A volunteer is a person who is 16 years or older and donates hours of service to the City for civic, charitable, or humanitarian reasons. She-They does so, without promise, expectation, or receipt of compensation or exclusive consideration for future employment opportunities for services provided rendered, except for reimbursement for expenses, reasonable benefits, and nominal fees, or a combination thereof. Existing City employees may not assume volunteer roles unless they meet the aforementioned definition.

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A person is not a volunteer if the person is otherwise employed by the City to perform the same type of services as those for which the person proposes to volunteer.

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POLICY:

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The Human Resources Department shall establish and maintain, as needed, a list of qualified prospective volunteers to enable departments to complement their paid municipal worklabor force and to assist in in the common purpose of accomplishing the pursuit of established City of Riverside goals and objectives. Departments are not required to accept volunteers referred to the Department and Departments shall not request volunteers to substitute, supplement or replace any vacancy of paid municipal staffpersonnel.

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Departments are not required to accept any or all of the volunteers referred to the Department. Departments shall not request volunteers to substitute, supplement or replace any vacancy of paid municipal personnel.

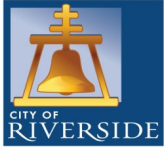
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Types of Volunteer Activities

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~~As a complement to the paid municipal labor force, volunteers shall augment the labor supply by serving as additions to, or extensions of, existing personnel. The services of the volunteer shall enhance or facilitate service delivery.~~

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Volunteer activities in municipal government shall ~~include, but include but~~ are not limited to: the ~~participation of citizens in the~~ direct delivery of services ~~to others through~~ community ; citizen action groups, board service, health ; participation in self help and wellness programs, mutual aid endeavors; and a broad range of ~~informal social service helping activities~~. ~~All departments are invited and encouraged to recruit potential volunteers for their divisions.~~

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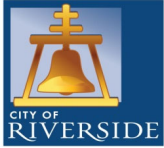
~~As a condition of volunteering, prospective volunteers, 18 and older, fingerprinting and background checks/Livescan for volunteers shall be coordinated with the Human Resources Department in accordance with, must be cleared by the California Department of Justice and Human Resources Department which may include but is not limited to fingerprinting, confidentiality acknowledgement, and worker's compensation Background and Reference Check Policy and Live Scan Policy, acknowledgement, Prospective volunteers, 16 to 17 years old, must have written approval of a parent or legal guardian to volunteer. Per Human Resources Policy I-14, criminal background /livescan applies to all volunteers 18 and older; refer to this policy for process, rules and requirements.~~

Driving Guidelines

~~Volunteers are not eligible to drive City-leased or owned vehicles, except for Police volunteers. If the volunteer is required to drive his/her their personal vehicle for performing an activity, the volunteer shall provide proof of insurance and obtain an addendum naming the City of Riverside as an additional insured. If a Friend of the Library volunteer is required to drive their personal vehicle for performing an activity, they must follow all vehicular-related guidelines as outlined in III-02 Vehicle and Driver Safety Program policy of the City of Riverside Safety and Health Policies and Procedures Manual. Mileage reimbursement shall not be granted.~~

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If a volunteer is involved in a non-injury motor vehicle accident in his/her/their own vehicle while performing volunteer duties, the volunteer shall follow the same accident reporting procedures used by paid municipal staff.

Discrimination-Free and Harassment-Free Environment

Policies prohibiting discrimination and harassment, and other standards of conduct which apply to paid municipal staff, shall apply to volunteers.

Worker's Compensation Coverage

Volunteers shall be covered through the City's Worker's Compensation Program. Utmost care should be taken to ensure that volunteers are not working in hazardous situations. It shall be the Department's responsibility to instruct volunteers in the proper use of tools and equipment. Volunteers have the same obligations as paid municipal staff to cooperate with and follow the rules and regulations of the department and the City.

Workspace and Training

If applicable,

Departments wishing to complement their existing personnel or request the temporary assistance of a volunteer shall complete a Volunteer Request Form. An electronic email message or memo is acceptable in lieu of a Volunteer Request Form, as long as the needs are specific; i.e., length of the project, skills required, days needed, and type of project.

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Requests should be submitted at least one (1) week prior to the date needed.
Departments are not required to accept any or all of the volunteers referred to the Department. All volunteers should be referred back to the Human Resources Department if the talents and skills of the volunteer will not work well for the department or the project. Municipal Volunteer Services shall then reassign the volunteer to another

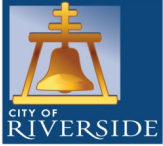
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~~position that better suits the individual. The City is not required to designate any person as a volunteer.~~

Departments shall be responsible for identifying ~~an appropriate work space, and ensuring necessary equipment, and materials are available for the volunteer's work assignment. All volunteer supervisors are responsible for providing completing a Volunteer Agreement Form, providing any department-wide or position-specific train orientation and tour of the work area, and training, as needed of the volunteer. The Municipal Volunteer Coordinator shall send to the departments a copy of the Volunteer Profile Card identifying the name and pertinent information of the volunteer who will be filling the request. All volunteers under 18 years of age must have a parent/guardian signature on the Volunteer Profile Card and submit a Consent for Medical Form. Fingerprinting and background checks/Livescan for volunteers shall be coordinated with the Human Resources Department in accordance with Background and Reference Check Policy and Live Scan Policy.~~

~~Hours In accordance with City Policy, volunteers are not eligible to drive City leased or owned vehicles, with the exception of Police and Code Enforcement volunteers. In the event that the volunteer is required to drive his/her personal vehicle for performing an activity, the volunteer shall provide proof of insurance and obtain an addendum naming the City of Riverside as an additional insured. If a volunteer is involved in a non-injury motor vehicle accident in his/her own vehicle while performing his/her volunteer duties, the volunteer shall follow the same accident reporting procedures used by regular staff.~~

~~Accident and safety guidelines and procedures which apply to regular staff members shall also apply to volunteers. Policies prohibiting discrimination and harassment, and other standards of conduct which apply to regular staff members, shall apply to volunteers.~~

~~All volunteers shall be registered in the Human Resources Department and be covered through the City's Workers Compensation Program. Utmost care should be taken to ensure that volunteers are not working in hazardous situations. It shall be the Department's responsibility to instruct volunteers in the proper use of tools and equipment. Volunteers have the same obligations as regular employees to cooperate with and follow the rules and regulations of the department and the City.~~

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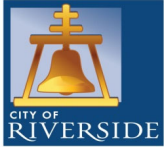
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Documentation

Departments shall ~~be responsible for ensure ing that all volunteer -volunteers timesheets~~ are submitted and approved within the guidelines set by the HR Department. ~~sign in and out on the Municipal Volunteer Time Sheet. Time sheets are to be submitted to the Human Resources Department no later than the 5th working day of each month. These records are required for monthly reports and Workers' Compensation claims. All Time Sheets are required to be signed by both the volunteer and the supervisor.~~

Termination of Services

Departments may terminate a volunteer's service at any time and for any reason. Likewise, a volunteer may terminate ~~his/her~~their volunteer service at any time and for any reason.

~~On completion of the volunteer's assignment, all departments shall forward an Evaluation Form for each volunteer who has assisted in the service delivery project. The evaluation will be used by the Human Resources Department as a tool to measure how the program is progressing and to identify if specific volunteers will be used for the same type of projects in the future.~~

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Special One-Daytime Group Volunteer Needs Volunteer Projects

The application process for special one time group projects is different from the standard process. Each Department should submit a Special Project Summary Sheet which lists the name, address and telephone number of the volunteer along with their recorded time in and time out. Attached to the Special Project Summary shall be a signed Consent Form for minors of each underage participant.

PROCEDURE:

Responsibility

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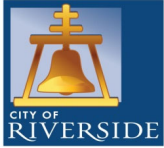
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Requesting Department

Human Resources Department

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Attachments: 1. Request for Volunteer Form 2. Consent for Medical Form 3. Volunteer Profile Application 4. Volunteer Agreement Form 5. Volunteer Time Sheet Form 6. Evaluation Form

Action

Departments interested in hosting a 1. Prepares a Request for one-day event with the aid of v-Volunteers must receive approval from Form and submits to the Human Resources Department in advance. As a condition of participation, pApproves the request ensuring that the volunteer does not substitute, supplant or replace any paid municipal personnel.rospective volunteers must be cleared through the California Megan's Law online portal. In addition, a signed Agreement to Release All Liability form must be received prior to volunteering.

2. Approves the request ensuring that the volunteer does not substitute, supplant or replace any paid municipal personnel.

3. Contacts requesting department to review applicants from existing volunteer list and refers potential candidates from screening criteria. or 4. Recruits for a qualified candidate as needed. Forwards a copy of the Volunteer Profile Card to the Volunteer Supervisor and, if applicable, a copy of the Consent for Medical Form if volunteer is under the age of 18.

5. Completes a Volunteer Agreement Form and forwards original to the Human

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