



Human Resources Board

City of Arts & Innovation

TO: HUMAN RESOURCES BOARD

DATE: APRIL 1, 2024

FROM: HUMAN RESOURCES DEPARTMENT

SUBJECT: MUNICIPAL VOLUNTEER PROGRAM (I-9)

ISSUE:

Approve revisions to the Municipal Volunteer Program (I-9).

RECOMMENDATION:

That the Human Resources Board approve revisions to the Municipal Volunteer Program (I-9).

BACKGROUND:

The Municipal Volunteer Program (I-9) was last revised in July 2021. As part of the Human Resources Department's practice of regularly reviewing and updating policies and procedures, this policy was reviewed and refined.

DISCUSSION

The Municipal Volunteer Program (I-9) includes revisions to establish guidelines for volunteers to assist and support various City Departments in providing efficient and cost-effective programs and services.

Additional revisions include a change to the age requirement for volunteers. Persons who are 14 years of age can now volunteer for the City. Previously the age requirement was 16. A section was added to the policy to clarify that volunteers serve on a part-time basis and may not displace regular employed workers or perform work that would otherwise be performed by regular employees.

Additionally, the policy was updated to specify that departments will designate a staff member within the department to coordinate the Volunteer Program and serve as the liaison to Human Resources. Previously this role was managed by the Human Resources Department and required an update as each department develops and maintains procedures to supplement this policy to address department specific methods to recruit, interview, select, train, supervise, track, and recognize volunteers. The Human Resources Department provides and maintains a

centralized database for departments to recruit volunteers and maintain their volunteer recordkeeping and hours tracking. All departments are responsible to ensure the accuracy of the data input to the system including volunteer assignment start and end dates and provide reporting on volunteers as requested by City management.

This policy is in compliance with the Code of Federal Regulations Title 29, Section 553.102 which states the FLSA does not permit an individual to perform hours of volunteer service for a public agency when such hours involve the same type of services which the individual is employed to perform for the same public agency. A new section was added to the policy to clarify that City employees can be considered for volunteer opportunities if a City department has a need for volunteers to perform specific volunteer services outside the scope of their regularly assigned work schedule. The volunteer services cannot be the same, similar or identical services the employee already performs for the City as an employee defined under FLSA.

A new section was added to the policy to specify that prospective one-day volunteers must be cleared through the California Megan's Law online portal since the city does not live scan volunteers for one day service.

Furthermore, this policy also includes administrative changes to reflect process changes and to conform to a citywide format.

This policy was reviewed by City Management, the City Attorney's Office, a City-Wide Policy Committee, and if applicable sent to the respective Union for their concurrence with all policy changes.

STRATEGIC PLAN ALIGNMENT:

This item contributes to Strategic Priority No. 5 High Performing Government and Goal No. 5.3 – Enhance communication and collaboration with community members to improve transparency, build public trust, and encourage shared decision-making.

This item aligns with EACH of the five Cross-Cutting Threads as follows:

1. **Community Trust** – The policy contained within this report has been reviewed and approved by the City Attorney's Office, will be reviewed by the Human Resources Board, and a Public Hearing will be held to receive public input and build community trust.
2. **Equity** – Policies and procedures reflect the City's vision, values and culture and ensures equality for all employees.
3. **Fiscal Responsibility** – There is no funding associated with this report. However, updated policies and procedures ensure that quality services are provided to all.
4. **Innovation** – A collaborative and innovative approach was used to revise this policy to meet the City's current and changing needs while ensuring compliance with various rules and regulations.
5. **Sustainability & Resiliency** – To maintain a sustainable and resilient workforce it is important to keep all policies and procedures up-to-date to ensure equitable applicability of personnel rules.

FISCAL IMPACT:

There is no fiscal impact associated with this report.

Prepared by: Colene Torres, Deputy Human Resources Director

Attachments:

1. Municipal Volunteer Program (I-9)