

Leon County Volunteer Policies & Procedures

POLICY

- I. Leon County administrators recognize that volunteers are essential to the productivity, efficiency, and cost-effectiveness of government and encourage and welcome individuals and groups who have the skill, talent, ability, and time to volunteer in County departments, divisions, and facilities.
- II. Definition: "Volunteer" is a person who, of his/her free will, provides goods or services to any unit of County government without receiving monetary or material compensation.

Classes of Volunteers:

- A. "Regular-service volunteer" means a person engaged in specific voluntary service activities on an ongoing or continual basis.
 - B. "Episodic volunteer" means a person who offers to provide a one-time or occasional voluntary service.
 - C. "Material donor" means a person who may be unable to give the time required for volunteer service, but chooses to express his/her contribution by providing funds or materials.
 - D. "Community service volunteer" means a person who is court-ordered to complete a required number of volunteer hours as part of their probation.
- III. The Volunteer Center office will be responsible for the direction of the volunteer program and its compliance with all laws pertaining to volunteers including the recruitment of volunteers and the evaluation of the volunteer program. Specific Authority: Florida Statute 125.9501-06.

PROCEDURES

- I. Requirements
 - A. Volunteers will work within the rules set by the responsible department supervisor. Volunteers who do not adhere to the rules and procedures of the department or who fail to satisfactorily perform their volunteer assignment are subject to dismissal. However, no volunteer will be dismissed until the volunteer has an opportunity to discuss the reasons for possible dismissal with supervisory staff. Prior to dismissal of a volunteer, staff should seek the consultation and assistance of the Volunteer Director.

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- B. Volunteers may perform any task adhering to prior assessment of risk and liability issues assigned by their supervisors and approved by the responsible administrators.
- C. Volunteers will maintain strict confidentiality of any information to which they may have access within their volunteer job.
- D. Volunteers are prohibited from using information or materials not generally available to the public and obtained by reason of their volunteer positions for the personal benefit of themselves or others. Volunteers will follow the County's policy in regard to conflict of interest in accordance with regulations specified in Sections 112.311-43 of the Florida Statutes.
- E. A back screening will be required when the volunteer will participate in the same physical labor that requires a screening for regular employees.
- F. Children under 13 years of age who wish to volunteer must be pre-approved by a department administrator and must have adult supervision.
- G. Volunteers will sign in and out in the Volunteer Log. A Volunteer Log will be maintained by all departments or facilities and will contain volunteer names, dates, hours of service, and tasks assigned. Volunteers will use only the space, equipment, and materials authorized during their assignment.
- H. Volunteers will receive a name badge following 10 days of regular service.
- I. Volunteers who are public officers/employees will not be permitted to voluntarily perform services which are the same as or are similar to their duties for which they are paid to perform by the same public agency.
- J. Volunteers must read and agree to abide by the County's Substance Abuse Prevention Program, and in certain circumstances, they may be required to submit to drug screening prior to performing **voluntary** services.
- K. Volunteers are eligible for workers' compensation in accordance with Chapter 440, Florida Statute.

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RISK MANAGEMENT GUIDELINES FOR EMPLOYING VOLUNTEERS

- I. Volunteers must be trained for the jobs they will perform, including safety aspects.
- II. When personal protection equipment is required for the position. The volunteer must either provide his own or be properly equipped by the department, as well as trained in the use of the equipment prior to engaging in any such work.
- III. Volunteers must not be knowingly exposed to any unnecessary danger or hazards in the workplace and must not perform any functions requiring a license or certification unless they have a **current** license or certification to do so.
- IV. Volunteers will be permitted to drive County vehicles and operate County equipment in accordance with guidelines and regulations as they apply to paid staff.
- V. Workplace harassment will not be tolerated in the workplace or outside the workplace. Workplace harassment is defined as unsolicited, offensive or retaliatory behavior based on race, sex, color, national origin, religion, age, disability, ancestry, marital status, pregnancy, sexual orientation or an employee's exercise of constitutional or statutory rights. (County policy 2.02)
- VI. It is the policy of Leon County to provide a work environment that is reasonable safe, secure, and free from threats, intimidation, abusive behavior and physical violence. Acts of physical violence, direct or indirect verbal threats, stalking, aggressive or intimidating behavior, or provocation, which could lead to violence, will not be tolerated. (County policy 2.03)