

# **VOLUNTEER POLICIES AND PROCEDURES OF THE CITY OF SCANDIA**

*The mission of the City of Scandia Volunteer Program is to enhance Scandia's quality of life by encouraging citizens to volunteer.*

## **GENERAL**

### **City of Scandia volunteerism**

The City of Scandia is best served by the active participation of community citizens: citizens of all ages learn more about their City and their fellow citizens, fostering increased cooperation and understanding. To this end, the City encourages the involvement of volunteers within all appropriate programs and activities. City Council members, commission members, board members, and staff members are all encouraged to support productive roles and meaningful experiences for City volunteers.

### **Statement of purpose**

The purpose of these policies is to provide overall guidance and direction to staff and volunteers engaged in volunteer management. These policies are intended for internal management guidance only, and do not constitute, either implicitly or explicitly, a binding contractual or personnel agreement. The City reserves the exclusive right to change any of these policies at any time and to expect adherence to the changed policy.

### **Scope**

Unless specifically stated, these policies apply to all City of Scandia volunteers in all programs and projects undertaken on behalf of the City, and to all departments and sites of operation of the City. The sole exception is elected officials, for whom these policies do not apply.

### **Definitions**

- "Court-ordered" - any community service ordered by a legal entity.
- "Minor" - any individual under eighteen (18) years of age.
- "Site Supervisor" – a designated City staff or volunteer charged with the initial training, and ongoing support and management of one or more City volunteers. Supervisors of minor volunteers must be adults.
- "Volunteer" – a person who gives services without any express or implied promise of compensation, and is not entitled to any compensation, including injuries sustained during volunteer service, beyond reimbursement for actual expenses incurred. Unless specifically stated in the Personnel Policies of the City of Scandia, volunteers shall not be considered as “employees” of the City of Scandia.

### **Volunteer rights and responsibilities**

Volunteers are a valuable resource to the City and its residents. Volunteers shall be extended the right to be given meaningful assignments, the right to be treated respectfully, the right to effective supervision, the right to feedback on performance, the right to appropriate involvement and participation, and the right to recognition for accomplishments.

In return, volunteers shall agree to actively perform their duties to the best of their abilities and to remain loyal to the goals, policies, and procedures of the City. Volunteers shall agree to act in a prompt and professional manner, and to adequately inform City staff of planned and unexpected absences

### **Service at the Discretion of the City**

The City accepts the service of all volunteers with the understanding that such service is at the sole discretion of the City. Therefore, the City is entitled to take action, such as limiting the use of volunteers, adjusting the hours of any volunteer, or rejecting services as the City, in its sole discretion, deems fit, in order to best achieve its public purposes and policies. No employment or any other contractual right is created by these policies. The City is grateful for the volunteer services of the community, but nothing in these policies should be interpreted as a right to participate in any program, nor to assure the continuance of any volunteer position.

### **Scope of Volunteer Involvement**

Volunteers may be utilized in all programs and activities of the City, and serve at all levels of skill. Volunteers should not, however, be utilized to displace any paid employees of the City from their positions.

### **VOLUNTEER RECRUITMENT**

Volunteer opportunities may be proposed by staff, committees, commission, or the council. A listing of potential volunteer opportunities will be presented to the City Council for approval. Once approved, City staff will promote those opportunities.

### **General recruitment**

Volunteers shall be recruited by the City on a pro-active basis, with the intent of broadening and expanding the volunteer involvement of the community. The sole qualification for volunteer recruitment shall be suitability to perform a task on behalf of the City. Volunteers may be recruited either through an interest in specific functions or through a general interest in volunteering. The City reserves the right to order a criminal background check from the appropriate public safety agencies on any and all volunteers seeking to provide services.

The City will use its usual means of communication to recruit volunteers, including the City's website, publications and public outreach.

### **Reasonable accommodation**

The City will provide reasonable accommodations to qualified, disabled volunteers.

### **Recruitment of minors**

- Generally speaking, the City of Scandia **will not** accept as an individual volunteer anyone less than fourteen (14) years of age.
- Groups and organizations (including families) whose members consists of children under the age of fourteen (14) shall be allowed to volunteer with appropriate projects, provided their independent sponsoring group or organization adequately provides all of the adult supervision necessary for all minors to perform the activity safely. The City shall not be responsible for providing adequate adult supervision for groups including minor volunteers.
- Each volunteer fourteen (14) years of age or older but who has not reached the age of eighteen (18) must have the written consent of a parent or legal guardian prior to volunteering.

### **Court-ordered community service**

- The City will facilitate, whenever possible, volunteer opportunities for persons who are directed by a legal authority (court-ordered) to complete community service hours.
- There must be adequate City resources to provide appropriate supervision of such a volunteer. Supervisor(s) of such a volunteer shall be informed of the volunteer's legal requirement, but shall not be provided the details. Court-ordered community service volunteers must read and sign the Community Service Contract before commencing volunteer service.

### **City employees as volunteers**

- The City accepts and encourages the services of its staff as volunteers. This service is accepted provided that the volunteer service is:
  - provided totally without any coercive nature,
  - involves tasks which are outside the scope of normal staff duties and do not interfere or take precedence over such duties, and
  - provided outside of usual working hours.
- Additionally, the City supports its employees in volunteering with other community organizations, outside work hours.

### **Eagle Scout volunteer service projects**

The City may work with Eagle Scout award candidates in supporting a service project that benefits the City and assists the Scout in attaining his Eagle Scout Award in accordance with the approved Scout Project Guidelines. The "Eagle Scout Service Project Proposal Form" (Exhibit A) is to be used to formalize such projects and to clarify roles & responsibilities. This form must be completed by a designated City representative, the Scout and the Scout's parent prior to commitment of resources and any implementation.

## **SUPERVISION AND PERFORMANCE OF VOLUNTEERS**

### **Requirements of a Site Supervisor**

- Each volunteer with the City must have a clearly identified supervisor who is responsible for direct management of that volunteer. This supervisor may be a City staff person, a trained adult volunteer, or other designated person. This supervisor shall be responsible for initial placement-specific training of the volunteer, day management and guidance of the work, and shall be available to the volunteer for consultation and assistance.
- Individual minor (age 14-18) volunteers must have an adult supervisor. For groups of minor volunteers (any age under 18), arrangements must be made within the independent sponsoring organization or group to provide adequate adult supervision. Generally, adequate adult supervision of minor volunteers means no greater than a 1-4 ratio of adults to youth.

### **Worksite**

An appropriate worksite shall be established by the supervisor for each volunteer. This worksite shall contain necessary facilities, equipment, and space to enable the volunteer to effectively and comfortably perform his or her duties. Volunteer work sites are subject to the same safety requirements as are all City work sites.

### Dress code and identification

As representatives of the City, volunteers, like staff, are responsible for presenting a good image to clients and to the community. Volunteers shall dress appropriately for the conditions and performance of their duties.

### Volunteer Work Log

All volunteers are responsible for documenting their service on the volunteer work log for that project or site and acknowledging their waiver of liability before performing any services. Volunteers shall sign in when beginning service and sign out when service is completed for that day. Timesheets should be initialed by the Supervisor each day of volunteer service.

### Access to City property and materials

As appropriate, volunteers shall have access to City of Scandia property and materials necessary to fulfill their duties, and shall receive training in the operation of any equipment. At no time shall a volunteer operate City vehicles.

### Use of power tools and motorized equipment

- 'Manual tools' are defined as having no automated moving, motorized or pressurized parts.
- 'Simple power tools' include only power, hand-held drills, electric or gas weed-eaters and pressure washers.
- All other power tools shall be considered 'Advanced power tools', such as wood saws, chainsaws, woodworking equipment, nail guns, etc.

Minor volunteers may use only manual tools (with adult supervision) and are prohibited from using simple power tools or advanced power tools (see table below).

Individual adult volunteers may use manual tools and simple power tools (with staff supervision), but are prohibited from the use of advanced power tools.

An exception for the use of advanced power tools by adult volunteers may be made for volunteer service groups who have an established relationship with the City (i.e. 4-H Club, Lion's Club) and whose project directly benefits the City. In such cases, the volunteer service group agrees to complete a Volunteer Agreement and time log for each participating member.

In situations where the volunteer service group provides their own (simple and/or advanced) power tools, the group must attest in writing to their training and ability to operate them. In rare situations where the City would provide the select group with City-owned or rented power tools, the City shall arrange for a) training on the proper use of power tools, b) supervision during use and c) provision of proper personal protective equipment (PPE).

Type of tool	Minor Volunteer	Adult Volunteer (individual)	Adult Vol. (service group membership)
Manual tools	ALLOWED with adult supervision only	ALLOWED City provides or volunteer provides	ALLOWED City provides or volunteer provides

Simple power tools (drill, weed-eater & pressure washer)	PROHIBITED	ALLOWED City provides or volunteer provides	ALLOWED City provides or volunteer provides
Advanced power tools	PROHIBITED	PROHIBITED	ALLOWED (provisional)

### **Drug-free workplace**

Volunteers are expected to show up to their assignments free of alcohol, drugs or other controlled substance. The City may discipline or terminate a volunteer possessing, consuming, selling or using alcohol, drugs or other controlled substances during volunteer hours, or in any manner which impedes performance.

### **Transportation**

Volunteers are responsible for securing their own transportation to and from their primary assignment location.

Volunteers may not drive or operate City of Scandia vehicles. Volunteers may accompany a City staff person in a City vehicle.

### **Safety and welfare of volunteers**

Of paramount importance is the safety and welfare of Volunteers.

In the event of an injury or accident involving a volunteer:

- The volunteer should immediately report it to her/his Supervisor, or if not possible report it to an appropriate City staff member.
- The volunteer's Supervisor should complete a "Supervisor's Report of an Accident" form and submit a copy to the City Administrator, as soon as possible.
- In the event of a non-injury "close-call" accident, the volunteer should still report it to her/his Supervisor, who will determine whether or not to complete an "Incident Report." If an "Incident Report" is completed then a copy must be submitted to the City Administrator as well.
- Access to a telephone and/or radio communication should be available at all events and to all work parties, either through City resources, or if not possible, then by confirming cell phone access of at least one adult supervisor.

All minors are to be directly supervised by an adult. Organizations whose membership consists of those less than 14 years of age may participate in volunteering only if their independent sponsoring organization (i.e. school, Boy Scouts, family) provides adequate adult supervision necessary to perform the activity safely (no greater than a 1:4 adult/youth ratio). No power tools are to be used by minor volunteers under the age of eighteen.

### **Insurance**

Liability and accident insurance is provided for all volunteers engaged in City business. It is required that each volunteer sign-in on the work log for the project and report his/her hours

with the City.

## **VOLUNTEER DEVELOPMENT, RECOGNITION, AND RETENTION**

### **Letters of reference**

Letters of reference may be provided to volunteers who have performed satisfactorily, as a means to assist their study, scholarship or employment goals. Volunteers may request such a letter from the City.

### **Recognition and appreciation**

Thank you letters, emails, and/or verbal thanks are intended to be given by the City or a supervisor to all volunteers within three weeks after any event longer than two hours.

### **Food and drink**

Pursuant to City policy, the City of Scandia may provide refreshments for volunteer work parties/projects lasting longer than two hours. There will be no refreshments purchased for efforts of less than two hours.

# City of Scandia

## Community Service Contract

*This is required of any person needing to complete court-ordered or mandated community service hours. This contract must be read and signed before consideration and/or placement may be made.*

If accepted and placed as a City of Scandia volunteer...

I can expect from the City of Scandia:

- To receive volunteer assignments allowing me to complete my mandated community service hours.
- That most assignments will occur Monday through Friday, 7 a.m. to 3:30 p.m.
- Where appropriate, special projects or weekend assignments may be made available.
- Documentation of completed hours that will meet court requirements.

The City of Scandia can expect from me:

- To be punctual and show up to assignments when expected.
- To demonstrate a professional attitude, cooperate and comply with my assigned Supervisor, staff and other volunteers.
- To abide by the City's rules and policies.
- To not possess, consume, sell or use alcohol or any controlled substance during volunteer hours, or in any manner which impedes performance.
- To not engage in any illegal behavior.
- To not carry weapons of any kind.
- To sign in upon arrival and sign out before departing, each day.

Your volunteer service may be terminated for two or more unexcused absences, chronic tardiness, possession or influence of alcohol or controlled substances, behavior that endangers self or others, damaging or taking property belonging to others, hostile or uncooperative attitude to your assigned Supervisor, staff or volunteers, or failure to abide by specific site rules. In such cases, you will be remanded back to the court.

If you need to contact your Supervisor in the event of illness, or to change your schedule in advance:

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Name of Supervisor

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Phone Number

The City cannot give credit for hours that have not been worked for good performance, good behavior or any other reason.

In consideration of my being permitted to perform my community service at the City of Scandia, I hereby agree on behalf of myself and my heirs, to hold harmless the City of Scandia, its officials, employees and agents and waive any and all claims or legal causes of action for damages or injury occurring to me or arising out of or in any way connected with my performance of the volunteer community service hours. I further agree to defend, indemnify and hold harmless the City of Scandia, its officials, employees and agents for any claims for liability or lawsuits of any kind by any other person or entity that arise out of my performance of the volunteer community service hours except for those claims for injuries or damages by third parties caused by the sole gross negligence or intentional conduct of the City.

*(Continued on reverse side)*

I understand, if I am injured during scope of service, that the Court having jurisdiction has included my hours of volunteer community service in their coverage for volunteer workers, and any costs and administrative fees shall be borne solely by me.

This agreement will be in effect for the duration of the community service project beginning \_\_\_\_\_.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone



## PARENT/GUARDIAN WAIVER/RELEASE FORM: VOLUNTEER UNDER 18

Volunteer's Name: \_\_\_\_\_

Volunteer Project: \_\_\_\_\_

I, \_\_\_\_\_ (NAME OF PARENT OR LEGAL GUARDIAN), hereby represent that I am in fact the parent and /or legal guardian of the minor-aged VOLUNTEER named above and, as such, I give my permission for him/her to participate in the City of Scandia volunteer project as delineated above. I give permission for photos/videos to be taken of my child, without recompense, during volunteer activities, for publicity purposes.

### TENNESSEN WARNING

If you or your minor-aged VOLUNTEER mentioned above are ever asked to supply private or confidential data concerning a Volunteer Project, the City of Scandia will inform you what the purpose and intended use of the requesting data is. You or the minor-aged VOLUNTEER are not legally required to supply any private or confidential data to the City. The only consequence of refusing or not providing such data is the City may not be able to fully process and act on the volunteer project. The City does not anticipate that any other persons or entities authorized by state or federal law will require access to this data.

Relationship to Minor (circle one)

Mother, Father, Legal Guardian

Signature of Parent or Legal Guardian

\_\_\_\_\_

Date:

\_\_\_\_\_

Emergency Contact number:

\_\_\_\_\_

# City of Scandia

## Scout Project Guidelines

Planning - Before approaching the City with a project in a park or on other city property you will need to gather the following information:

- What is your project? Why is it needed and why do you want to do it?
- Where will it be located? Draw a map or a plan.
- What will it look like? Collect drawings, photos or brochures.
- How much will it cost? How will you raise the funds?
- Who needs to give permission? Identify all agencies or property owners who may be involved.

Scouts are required to meet with City staff prior to preparing their proposal in order to review any applicable policies or regulations.

Presentation of project – Work with the city staff to find out when you may appear before the Council or applicable Committee to present your project.

- Provide your written materials to the City in advance of the meeting). At a minimum the materials shall include maps, drawings, and a completed copy of Boy Scouts of America Eagle Scout Service Project Proposal form must be signed by Unit Leader, and a signed Donation Form for Public Improvements, Memorials, Tributes, Works of Art, etc.
- Let staff know if you will need any special equipment for your presentation.
- Show up at the meeting on time ready to make your presentation.
- Be ready to answer questions about your project.

If reviewed by a Committee, the Committee will make a recommendation to the City Council on whether or not your project should be approved.

Presentation to City Council—After Committee recommendation (if applicable), you will need to make the same presentation to the City Council. The Council presentation will be scheduled for the next City Council meeting, normally the third Tuesday of the month at 7:00 p.m.

Execute your Project—Congratulations, your project can now begin! You will be assigned a staff member as your contact person, to make sure we stay in the loop of your project and can guide you if needed. Staff will verify project has been completed as approved prior to final acceptance by the Council.

Final Acceptance—The City Council must formally accept your project (if you have donated any goods or services of value to the community) by adopting a resolution at a City Council meeting. When your project is completed, provide staff with the following information:

- A description of the final project, including who worked on it and provided goods or services for it. Photographs would be helpful.
- The final cost of your project including copies of receipts.
- Any product literature or guarantees, if applicable.

Staff will work with you to schedule your final presentation for the next regular City Council meeting and prepare the resolution. The Council will recognize you and your project at that time, so you may wish to invite others who participated in the project.

# **EXHIBIT A**

## **Eagle Scout Service Project Proposal Form**