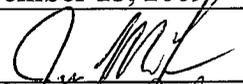
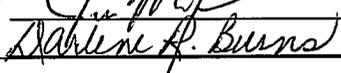


340
VOLUNTEERS

Revision Number: 1	Effective Date: November 23, 2009
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Revision Date: September 14, 2009 Last Revised: October 1, 2007	Approvals: HR Director:  Commission: 

PURPOSE

The purpose of this policy is to establish guidelines for volunteers appointed by the County.

SCOPE

This policy establishes the process for attaining volunteers and provides a process for the use of volunteers. In addition, it outlines the expectations of volunteers.

CROSS REFERENCES

Code of Conduct, Policy 500
Employee Classification, Policy 320

POLICY AND PROCEDURE

1. Prior to accepting volunteer services, the Department Head shall create a work description for the proposed volunteer. The Department Head, HR Director, and volunteer shall sign a document defining the nature and terms of the volunteer services including necessary training or other requirements of the volunteer position. In accordance with Utah Code 67-20-4, the Commission delegates approval authority to the HR Director to formally approve all volunteers. If the procedure is not followed, the actions of the volunteer are not considered to be approved actions, therefore, are not covered by this policy.
2. Depending on the nature of the volunteer service, the proposed volunteer may be required to submit to and pass a physical exam, drug screen, or other tests that prove that the individual is capable to perform the duties of the volunteer service.
3. Volunteer records shall be maintained by each department for which they perform services.
4. A volunteer is considered an employee of the County for the purposes of:
 - A. Worker's compensation benefits for any injuries sustained by the volunteer while performing assigned services; and
 - B. Operating county vehicles or equipment when the volunteer is properly licensed and trained to do so; and

- C. Indemnification offered salaried employees; and
 - D. Following the County code of conduct, policies and procedures, and specific department code of conduct (if applicable) among other departmental policies and procedures.
5. Volunteers may not officially represent or bind the County in regards to contractual or enforcement matters, unless such authority is stipulated and specifically authorized in the official work description.
 6. Volunteers shall not receive compensation by the County for their services. Volunteers may, however, be reimbursed for their per diem and travel expenses as well as other actual expenses in performance of their volunteer assignments.
 7. Volunteers may or may not receive County defense against claims. Actions brought against volunteers arising from acts or omissions during the performance of duties and within the scope of the work description, may be defended by the County. If the volunteer wishes to invoke County coverage, he/she shall submit a written request to the county attorney's office, detailing specific actions, omissions, and/or claims within ten (10) days of the occurrence. The County may decline to defend volunteers if any of the codes of conduct or other County/departmental policies were breached, or for any other reason.
 8. Volunteers may terminate their volunteer status at any time for any reason. The County may also terminate volunteer services at any time for any reason. The County shall provide equal opportunity for prospective volunteers and shall not illegally discriminate while accepting volunteer services.
 9. Volunteers have the same workplace rights as employees. They may file discrimination or harassment complaints to the Department Head or Human Resources. Investigations shall be conducted and actions shall be taken to ensure that the volunteer as well as the employees and public are free from discriminatory and harassing behaviors.
 10. Department Heads may provide reasonable accommodations for volunteers with disabilities.
 11. County employees may act as volunteers for the County. In accordance with the Fair Labor Standards Act, if the employee's services are similar to those of his/her regular job duties, the hours worked shall be deemed as compensable hours. Such service is subject to approval by the Department Head and the HR Director. If the duties are unrelated to the regular job duties, the hours will be deemed non compensable.