



# COUNTY OF EL DORADO, CALIFORNIA

## BOARD OF SUPERVISORS POLICY

### **I. PURPOSE**

The County of El Dorado (County) recognizes that the assistance and active participation of volunteers is a benefit to the residents of El Dorado County and serves to achieve the overall goals of the County. Volunteers can provide valuable public services to both the community and County departments, while in some cases simultaneously gaining valuable work experience, learning more about County government, being exposed to new areas of the community, and contributing to the community. The use of volunteers is not intended to replace existing services delivered by County employees, but instead is designed to enhance and assist the County in providing services to the residents of El Dorado County; however, there are specific programs that are dependent upon the use of volunteers as mandated by federal and/or state-funded guidelines. As such, the intent of this policy is to establish guidelines for the purpose of retaining volunteers, together with defining the roles and responsibilities of those with direct responsibility over the volunteers.

This policy assures volunteers are suitably selected, oriented, and trained; written assignments and job duties are developed; supervision is appropriate to the assigned duties; and volunteers are informed of safety and other County policies. This policy is designed to enable the County to accept volunteers, reduce volunteer risk, and protect the interests of the County, its volunteers, and the community it serves.

Departments are responsible to create their specific department procedures to coordinate their volunteer program and to meet expectations outlined in this policy.

In order to maximize the effectiveness of volunteers, yet limit risk exposure to both volunteers and the County, this policy will apply to all County departments and volunteers. Exceptions to the conditions of this policy may be presented to the Director of Human Resources or designee for review and approval on a case-by-case basis.

### **II. DEFINITION**

A "volunteer" shall mean anyone under the direction and supervision of a County department head or designee, who performs services on behalf of the County, without promise, expectation, or receipt of compensation for services rendered, except for reasonable reimbursement of expenses. Individuals shall be considered volunteers only when their services are offered freely and without pressure of coercion, direct or implied, from the County.

### **III. PROCEDURES**

#### **Prior to Volunteer Assignment**

- A. The department is responsible for completing a written description of duties and responsibilities for each volunteer assignment. If a department does not already have a



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written description, a sample Volunteer Assignment Description Form is provided on EDCNET.

- B. Background checks for volunteers will be administered or waived consistent with the Board of Supervisors Policy E-4, Pre-Employment Background Check, and applicable law.

For departments not conducting in-house background investigations, the Department of Human Resources will initiate all background checks upon receipt of the Volunteer Application or necessary personal information of the volunteer. Departments should provide the information as soon as possible to allow for adequate clearance process time prior to starting the volunteer assignment.

- C. Volunteer assignments lasting 30 calendar days or more will require the following:
1. All potential volunteers must submit a Volunteer Application to the department volunteer coordinator or designee for review. Should a department not have a Volunteer Application, a sample is provided on EDCNET.
  2. A criminal background check.
- D. Volunteer assignments lasting less than 30 calendar days will require:
1. A criminal background check, unless waived by the Director of Human Resources.
  2. It is at the discretion of the department head or designee to require a Volunteer Application.
- E. Volunteers who do not agree to the screening methods (in part or whole) must be refused assignment.
- F. Cost of all screening methods will be the responsibility of the department.

### **Upon Assignment**

- A. Volunteer assignments lasting less than 30 calendar days will require the Volunteer Agreement and Release document to be completed.
- B. Volunteer assignments lasting 30 calendar days or more require the following to be completed at the commencement of the volunteer assignment:
1. The department shall schedule an orientation meeting between the assigned supervisor and the volunteer to provide the volunteer with an overview of the assignment, schedule, duties, and responsibilities.
  2. A volunteer packet provided to the volunteer to be completed by the volunteer which includes, but is not limited to, the following:
    - Written description of duties. See Section III-A.



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- Volunteer Resources and Required Training/Forms document
- Volunteer Agreement and Release document
- Emergency Notification Form
- Volunteer Safety Orientation Checklist

### **Required Training**

- A. Volunteer assignments lasting less than 30 days and fewer than 100 hours in a calendar year (i.e., 12.5 working days) will not be required to complete the Human Resources specific training courses.
- B. For volunteer assignments lasting 30 days or 100 hours or more in a calendar year, the Department of Human Resources shall enroll the volunteer in mandatory County-wide training courses as determined by the department head or designee, and/or the Department of Human Resources.
  1. For online training courses, if the volunteer does not have an email address (County or personal), the Department of Human Resources will provide the training vendor's login information to the volunteer's supervisor.
  2. The department shall ensure the volunteer completes the mandatory Anti-Harassment training within 30 calendar days or the first 100 hours worked, whichever occurs first per Senate Bill No. 1343.
- C. Department-specific training and completion of said training will be the responsibility of the department.

### **Duration of Volunteer Assignment**

- A. All volunteer assignments and corresponding durations shall be determined by the department head. Volunteers who do not adhere to the County's rules and procedures or who fail to satisfactorily perform their volunteer assignment are subject to discontinuation of voluntary service. The department head shall have the authority to discontinue any volunteer's service within their department at any time, and shall advise the Department of Human Resources when the volunteer's service is discontinued. The department will be responsible for submitting to Human Resources the Exiting Volunteer form which can be found on EDCNET.
- B. Volunteers may resign from their volunteer position with the County at any time. It is requested however, that when possible, volunteers provide advance notice of their departure. The department will still be responsible for submitting an Exiting Volunteer form and sending it to Human Resources.



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### **IV. SPECIAL CONSIDERATIONS**

Department heads may allow minors or persons with disabilities to volunteer with certain restrictions:

1. Minors
  - a. Minors under 18 years of age must obtain a parent/legal guardian's written permission and signature to volunteer for the County.
  - b. Minors under 13 years of age must be accompanied by a parent/legal guardian to volunteer for the County.
2. At the discretion of the department head or designee, persons with disabilities may be required to be accompanied/monitored by a supervising or responsible party. Reasonable accommodations may be made for individuals on a case-by-case basis.

### **V. SUPERVISION AND PERFORMANCE**

- A. Each volunteer must have a clearly identified supervisor who is responsible for direct supervision. The supervisor shall be responsible for the day-to-day management and guidance of the work of the volunteer, and shall be available to the volunteer for consultation and assistance.
  1. Standards of performance shall be pursuant to department and County policies.
  2. Volunteers should receive formal or informal periodic reviews of their work. The purpose of the reviews is to provide ongoing feedback to the volunteer and to discuss any concerns the volunteer may have regarding the duties or project to which the volunteer is assigned.

### **VI. DRIVING**

All volunteers operating a motor vehicle in the course and scope of County business must be legally qualified to operate vehicles and/or mobile equipment, and possess a valid driver's license. Prior to operating a motor vehicle in the course and scope of County business, the volunteer must complete an online driver training course from a Department of Human Resources approved vendor. All volunteers and department heads or designees must adhere to the County's Board of Supervisors Policy D-4, Vehicle Use - Privately Owned and County Owned Vehicles.

### **VII. SAFETY**

Each volunteer shall be capable of safely completing the work assigned according to the assignment description and/or direction provided by the assigned supervisor.



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### **VIII. REIMBURSEMENT OF EXPENSES**

- A. Volunteers are eligible for reimbursement of reasonable expenses incurred while undertaking County business (this includes mileage reimbursement) in accordance with the County's Reimbursement Policy. Refer to Board of Supervisors Policy D-1, Travel.
- B. Prior approval must be sought and supervisor approval must be granted for any expenditure reimbursement.

### **IX. RECORDKEEPING**

All records pertaining to volunteer services shall be maintained by the department in accordance with the Department of Human Resources Retention Policy. The departments will maintain a record of current volunteers and their number of hours volunteering, and such will be provided to the Department of Human Resources - Risk Management Division upon request.

### **X. PROHIBITIONS**

- A. In compliance with the Fair Labor Standards Act, no employee of the County shall serve as a volunteer in a department where he/she is currently employed or shall volunteer to perform the "same type of services" as those that the volunteer is employed by the County to perform.
- B. No volunteer shall be supervised by a member of the volunteer's immediate family as defined in the County's Personnel Rules, Section 1108, Nepotism.
- C. Access to any County facility shall only be allowed under the supervision of a County employee, unless otherwise approved by the department head. No volunteer shall be given keys to any County facility unless specifically authorized by the department head and the County's Facilities Division.
- D. Volunteers shall not:
  - 1. Enter into any contract on behalf of the County.
  - 2. Perform cash handling duties without the direct supervision of an assigned County employee.
  - 3. Work with hazardous materials or waste.
  - 4. Work with infectious or potentially infectious agents, including human blood, unless properly trained as determined by the department head or designee.
  - 5. Participate in media interviews without permission of the volunteer's supervisor.
- E. Any exception to the above requires approval from the Director of Human Resources or designee.



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F. CalPERS retired annuitants may be restricted from volunteer service with the County if prohibited by applicable law, regulations, or applicable guidance issued by CalPERS.

### XI. INTERPRETATION OF VOLUNTEER POLICY

If any disputes and/or issues arise concerning the interpretation or intent of this policy, the dispute and/or issue shall be resolved by the Director of Human Resources or designee.

<b>Issue Date:</b>	12/10/2019	<b>Sunset Review Date:</b>	12/10/2023
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