



Legislation Details (With Text)

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Type: Agenda Item **Status:** Approved

File created: 11/18/2019 **In control:** Board of Supervisors

On agenda: 12/10/2019 **Final action:** 12/10/2019

Title: Human Resources Department recommending the Board:
1) Approve and adopt Board of Supervisors Policy E-6 - Volunteer Policy (Attachment A); and
2) Grant the Director of Human Resources the authority to make any minor or technical changes necessary to documents relating to this Volunteer Policy (Attachments B-G in this item and any others that may be created in the future), with County Counsel and Risk Management approval.

FUNDING: N/A

Sponsors:

Indexes:

Code sections:

Attachments: 1. A - Volunteer Policy 12-10-19, 2. B - Safety Orientation Checklist - Volunteers 12-10-19, 3. C - Volunteer Agreement and Release 12-10-19, 4. D - Volunteer Application 12-10-19, 5. E - Volunteer Assignment Description 12-10-19, 6. F - Volunteer Exit Form 12-10-19, 7. G - Volunteer Resources and Required Training-Forms 12-10-19

Date	Ver.	Action By	Action	Result
12/10/2019	1	Board of Supervisors	Approved	Pass

Human Resources Department recommending the Board:

1) Approve and adopt Board of Supervisors Policy E-6 - Volunteer Policy (Attachment A); and
2) Grant the Director of Human Resources the authority to make any minor or technical changes necessary to documents relating to this Volunteer Policy (Attachments B-G in this item and any others that may be created in the future), with County Counsel and Risk Management approval.

FUNDING: N/A

DISCUSSION / BACKGROUND

Currently, there is no County-wide policy outlining responsibilities for utilizing individuals in a volunteer capacity. While some departments have their own internal processes related to volunteers, there is no overall policy that protects both the volunteer and the County.

While the intent of the Volunteer Policy is not to replace existing services delivered by County employees, the County understands the invaluable service volunteers offer the County, and this policy will serve to mitigate the risk of utilizing volunteers while at the same time protecting volunteers, employees, and County services. Three key points of this policy are listed below:

1. With limited exceptions granted by the Director of Human Resources (consistent with Board of Supervisors Policy E-4, Pre-Employment Background Check, all volunteers shall participate in a criminal background screening. This serves to protect our most vulnerable populations who may have routine interactions with volunteers acting on the County's behalf.
2. All volunteer assignments lasting more than 30 days or 100 hours in a calendar year will be

required to take training courses assigned by both the applicable department and Human Resources. These courses include the state mandated Anti-Harassment Prevention training that is compliant with SB 1343.

3. Human Resources has created a number of resources to help departments and volunteers. Upon assignments, volunteers will be provided a Volunteer Packet which contains information about the job duties, and also contains the following forms: Volunteer Resources and Required Training/Forms document, Volunteer Agreement and Release document, Emergency Notification Form, and the Volunteer Safety Orientation Checklist. These forms were created with the intention of creating a seamless onboarding process that can be applied across all County departments.

Human Resources has created a number of documents that relate to this proposed Volunteer Policy (Attachments B-G). The Volunteer Policy and all attachments with the exception of the Exit Form have been reviewed and approved by County Counsel. However, should any changes need to be made to any of the attachments, or should future documents need to be created, Human Resources is requesting the Board's approval for the Director of Human Resources to have the authority to make any necessary changes and to create any necessary documents.

If at any time Human Resources wishes to make changes to the Policy itself, or needs to make significant changes to related documents, Human Resources will return to the Board for approval.

ALTERNATIVES

The Board may choose not to approve the proposed Volunteer Policy and direct Human Resources to make revisions.

PRIOR BOARD ACTION

None

OTHER DEPARTMENT / AGENCY INVOLVEMENT

All Departments Heads
County Counsel

CAO RECOMMENDATION

It is recommended that the Board approve this item.

FINANCIAL IMPACT

There is no direct financial impact to adopting this policy. Indirectly, the County could realize cost savings as the proposed policy is requiring all volunteers to attend mandated training to mitigate risk to the County (e.g., sexual harassment and discrimination prevention, driving, etc.).

CLERK OF THE BOARD FOLLOW UP ACTIONS

The Clerk of the Board will update the online Board Policy Manual with the newly adopted policy; notify all department heads; and notify the Chair or staff for applicable boards, committees, and commissions.

STRATEGIC PLAN COMPONENT

Good Governance

CONTACT

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