

VOLUNTEERS FOR CITY ACTIVITIES

I. PURPOSE:

The purpose of this policy is to establish guidelines for the use of volunteers (other than City employees) to assist in providing City Services and Programs. (See Procedure Guideline No. 1035 for information on Employee Volunteer Activities). Participation in volunteer activities shall be open to any individual and no individual shall be discriminated against based on race, color, creed, religion, sex, national origin, age, disability, marital status, sexual orientation, gender identity, genetic information, veteran's status, political opinions or affiliation.

II. RESPONSIBILITY:

It is the responsibility of all Department Directors to ensure compliance with this policy.

III. DEFINITIONS AND SCOPE:

A. Volunteer: Is defined as an individual who performs services without compensation. Compensation does not include reimbursement for expenses incurred in the performance of their duties if there is prior authorization for the expense. Volunteers for mass community events, e.g. Adopt-A-Street, City-Wide Clean-Up, are not covered under this policy.

IV. POLICY:

A. Screening of Volunteers:

1. Volunteers may be subject to background investigations in accordance with position necessity.
2. The Employment Services Division will evaluate the volunteer assignment to determine if any of the following conditions exist:
 - a. Contact with individuals in secluded environment or entering private homes
 - b. Handling money/financial resources
 - c. Contact with children or vulnerable adults
 - d. Access to Social Security numbers/driver control records/other private data
 - e. Access to drugs/controlled substances
 - f. Access to private/secure areas which are restricted
 - g. Operates a City vehicle

- h. Stoop, walk, bend, and/or ability to lift up to forty (40) lbs or more

If any of the above conditions exist, the volunteer may be required to submit to the following screenings: drug/alcohol; criminal; traffic records; sexual offender; or physical fitness.

B. Risk of Injury to Volunteers:

1. Workers' Compensation does not cover volunteers even if the injury occurs during the course of their scheduled or assigned volunteer services. Neither medical costs nor lost time will be reimbursed or compensated.
2. If a volunteer's personal property is damaged while the volunteer is serving, the City will not be responsible for making repairs or reimbursing the damage.
3. If a volunteer causes damage to private property, the City's Risk Management-Related Policies will apply.

C. Right to Reject or Terminate Volunteer Services:

1. The City reserves the right to limit the use of volunteers, adjust volunteer hours, or reject volunteer services, in its sole discretion.
2. No employment or any other contractual right is created by volunteer service with the City.

V. **PROCEDURE:**

- A. Prior to the start of any volunteer service, Department Directors, or their designee, shall consult with the Employment Services Division to evaluate the volunteer assignment and determine if background screenings are necessary.
- B. Volunteers shall meet with the Department Director, or designee, to discuss the duties of the volunteer service and anticipated schedule.
- C. Department Directors shall maintain copies of volunteer applications, time records, and acknowledgement forms for three (3) years.

Approved:



Bruce T. Moore
City Manager

Volunteer Acknowledgement:

I am in receipt of the City of Little Rock's Volunteer Procedure Guideline. I have also received a copy of the City's Harassment Policy. I understand that I should consult with my Supervisor, appropriate Department Director, or the Human Resources Department if I have any questions regarding policies, procedure, or my assignment.

I acknowledge that I have entered in to a volunteer relationship with the City voluntarily and there are no contractual rights arising out of my relationship with the City. Accordingly, either the City or I can terminate the volunteer relationship, with or without cause, at any time.

I waive all claims against the City, its elected or appointed officials, employees, and assignees, for any injuries, damages, losses or claims, known or unknown, which arise during or as a result of my volunteer activities to the extent permitted by law.

Volunteer Printed Name

Volunteer Signed Name Date

Supervisor Signature Date

Department Director Signature Date

Distribution: Human Resources—Employment Services Division
City Department
Volunteer