



City of King City Volunteer Policy Manual

Introduction

Thank you for your interest in volunteering for the City of King City. Volunteers play a vital role in delivering services to our King City. It is important to offer volunteer experiences that benefit both the volunteer and the community. The City understands volunteering allows citizens to give back to their community in meaningful ways and is a critical resource to the organization. Your service is highly valued and appreciated.

The City of King City is firmly committed to the safety of our volunteers. We make every reasonable effort to provide a safe and healthful workplace that is free from recognized or known potential hazards.

Volunteer Definition

A volunteer is any person, approved by the City of King City, who donates service in a City of King City-sponsored volunteer program without expectation of pay or remuneration, other than reimbursement of approved incidental expenses for those services rendered. Types of volunteers include:

- Elected officials
 - City Council
- Board members
 - Planning Commission
 - Budget Committee
- Non-public safety volunteers.
 - Clerical
- Public Events – Municipal NOC
 - State of the City (third Wednesday in June)
 - Fourth of July festival
 - Community outreach (going house to house for signature on annexations)
- City of King City employees may volunteer in other departments if:
 - The volunteer position is with an established City of King City volunteer program,
 - Duties of the position are outside the employee's normal work duties,
 - No work time is used to perform the volunteer duties,



- The volunteer duties are performed solely at the option of the employee and there is no expectation, direct or implied, that the employee performs volunteer service, and
- The employee signs a waiver indicating that the decision to volunteer is entirely his/her own and no payment for the work will be rendered.

Volunteers under the age of 18 are not eligible for volunteer service unless the volunteer registration form is signed and approved by the City of King City and a parent or guardian.

Who is Not a Volunteer?

- Work release inmates (by election) – Volunteer Accident Policy coverage provided with waiver.
- Community service workers (by election) – Volunteer Accident Policy coverage provided with waiver.
- Persons not approved by City of King City for volunteer service.
- Individuals under the age of 18 without a registration form signed and approved by parent or guardian.
- Individuals or groups that are volunteering for another agency are not covered by City of King City. Example: Boys Scouts performing services at a public event or volunteers of another entity responding in a mutual aid agreement.

Policies and Procedures to Become a Volunteer

Registration/Application

Potential volunteers must contact the City of King City prior to performing a volunteer project or job. The Volunteer Coordinator or HR Manager oversees the Volunteer Program and will assist potential volunteers in determining the job specifics that best meet the needs of the city and the volunteer.

All volunteers must complete and sign the Volunteer Registration Form and waiver form, and return the completed forms for approval prior to start of work. Emergency contact information will be obtained from the Volunteer Registration Form in the event of an emergency.

Screening Process

Interviews may be conducted for certain positions prior to selection. Background, experience, and skills are carefully reviewed to match volunteers to appropriate assignments. Certain volunteer positions may require an additional Authorization to Release information to be completed for a background check.

Approval

Volunteers will receive approval of acceptance in the City of King City Volunteer Program prior to starting work.



Certification Process

None.

Job Description and Physical Requirements

A job description for each volunteer position or project will be provided detailing the duties, scope, and physical requirements of the work. Volunteers should carefully review the requirements and check with their personal physician if there any questions about their physical ability to perform the duties. Some positions may require medical release prior to volunteer work.

Vehicle Policy

Volunteers are NOT cleared to drive as part of their volunteer work.

Orientation

After approval and prior to the onset of volunteer work, the volunteer receives a departmental and job-specific review of procedures, duties, and scope of volunteer activities from supervisor. Any required personal protective equipment will be reviewed and provided. Safe work rules and rules of conduct are reviewed along with the volunteer policy and Fleet Policy, if applicable. All personnel and safety rules apply to volunteer workers. Failure to comply with safety and personnel rules can terminate the volunteer relationship.

Safety Requirements

No volunteer will be required to perform work that he or she believes to be unsafe or likely to cause injury or health risk to themselves or others. Volunteers are encouraged to report unsafe conditions or hazards and must report incidents/accidents immediately to supervisor. Training, if required, will be provided for operation of specific equipment, machinery, or tools. Additionally, OR-OSHA training may be required to perform some volunteer duties

Volunteers are required to follow all safety and security procedures while performing volunteer duties, on or off the City of King City's premises. Volunteers are required to wear appropriate protective equipment, clothing, and footwear at all times.

Emergency Procedures

Emergency procedures for each volunteer worksite will be documented and provided to supervisors and to volunteer staff at time of orientation. Procedures will include:

- Emergency contact numbers for Fire/Police/Ambulance (especially if 911 service is not available in the area),
- A map showing the location and routes to emergency exits,
- The location of first aid supplies and equipment, and
- Actions to take in the event of a medical emergency or accident.

Incident and Accident Reporting



Injuries and accidents must be reported immediately to a supervisor and an incident and accident investigation form completed, if applicable. If appropriate, secure the scene for investigation and documentation of the incident.

Insurance Coverage

Normally, volunteers are considered “agents” and are covered by City of King City’s general liability insurance while they are acting within the scope of their duties. Insurance coverage is not provided for personal property, equipment, or vehicles owned by volunteer workers.

For work related injuries, the City of King City provides

- a) Workers compensation insurance – statutory requirement to maintain volunteer rosters.

Record Keeping

Volunteer workers must track and submit hours on a weekly basis to their supervisor using the approved form provided by the City of King City. This is an Oregon statutory requirement. A record of volunteer hours is used to demonstrate when a volunteer is on the job for accident claims, and can be used to verify work experience for job references. It is required to compile the City of King City’s annual workers’ compensation premium audit.

Performance Management

Evaluation and feedback of the performance of volunteer duties should be provided regularly, including recognition for volunteer service. Supervisors should monitor and take disciplinary action including and up to termination of volunteer relationship when policy or work practices are unacceptable.

Forms

The forms listed below are required to be retained in the office of Coordinator, HR Manager or in the server and/or Cloud services.

- Volunteer registration/application form
- Release for driving record and background check
- Job description
- Proof of vehicle insurance
- Volunteer agreement/acknowledgment
- Volunteer waiver(s)
- Parent or guardian authorization for minors
- Emergency contact Information
- Volunteer check list (for non-public safety volunteers)
- Completed time cards or rosters
- Vehicle use policy (if applicable)



