

TOWN OF DARRINGTON

VOLUNTEER POLICIES AND PROCEDURES

Volunteers are a valuable resource to the Town of Darrington, and its staff. Volunteers shall be given meaningful assignments and recognized for the assignments performed. The success of our organization depends upon the quality of the relationship between The Town of Darrington, employees, volunteers, customers and the general public. The impression you make, regardless of your position helps to promote goodwill, and the more The Town of Darrington, and its citizens will respect and appreciate all that you have done.

These policies and procedures will give you important information about volunteering at our agency. While they are designed to provide overall guidance and direction, they do not constitute, either implicitly or explicitly, a binding contractual or personnel agreement. Volunteers understand that they will not be paid for services as a volunteer.

The Volunteer agrees that any photographs of his or her participation in the Volunteer Program may be used for publications or public relations and hereby releases any such photographs to the Town of Darrington.

In order to work well with the staff and to present the Town of Darrington in the best possible light, we ask that you adhere to the following policies and procedure while you are on duty as a volunteer.

Volunteer Requirements:

- Volunteers must be at least 18 years of age to work.
- Must enjoy working with all types of personalities and various ages of people.
- Must be mature, self-motivated, reliable and a team player.
- Must have a willingness to work hard, get dirty and pitch in wherever needed.
- Must agree to represent the Town of Darrington in a positive manner, perform in a professional manner, and not allow personal views and opinions from conflicting with the work to be done.
- Potential volunteers may not have any prior felony related convictions against them.
- Potential volunteers may not have any child abuse related conviction against them
 - Should a background screen reveal any felony or child abuse related conviction, a volunteer will be informed in writing that he or she is not allowed to volunteer with the Town of Darrington.
- Volunteers will not be allowed to work in dangerous areas or on heavy equipment.

Volunteer Attendance and Records:

Volunteers are an integral part of the Town of Darrington. We rely on the volunteers for many areas of our agency. If for some reason you are unable to keep your volunteer appointment, please let Town Hall know as soon as possible. You can reach Town Hall by calling 360-436-1131. Continuous absenteeism will result in being removed from the active volunteer roster. If for some reason you are no longer able to volunteer, please let Town Hall know as soon as possible.

A system of confidential records will be maintained on each volunteer. Each volunteer is required to provide the Town Hall office with a signed volunteer application. Volunteers who are 18 years or older will be required to provide a copy of his or her social security card and fill out background screen information form (when required). The Town of Darrington will maintain a record of all hours completed by volunteers.

- Volunteer hours are calculated through a manual sign-in and sign-out procedure.
 - Records should be maintained, via a *Time-log* on hours worked and activities performed.
 - Volunteers must sign in upon arrival and sign-out on departure.
 - Any hours not recorded through the manual system will not count in the calculation of volunteer hours.
 - No exceptions will be made.
 - Volunteers are responsible for updating all personal information with the Town Hall office.
 - Volunteers are encouraged to take breaks and lunch if appropriate.
 - Volunteers that assist 4 hours should take a 15-minute break
 - Volunteers that assist 6-8 hours should take a 30-minute lunch
 - Breaks and lunch are not deducted from volunteer hours.

Volunteer Insurance Coverage:

- The Town is self-insured through the Association of Washington Cities Insurance Authority (AWC) for comprehensive general liability coverage. Volunteers working within the scope of their assignment and on behalf of the Town have liability coverage as provided under the (AWC) Coverage Document.
- The City does not accept volunteers under 18 years of age due to the level of supervision necessary and inability to provide medical aid coverage.
- Organizations whose membership consists of children under this age may be allowed to perform volunteer services if their independent organization provides proof of liability insurance to the Town and provides all the adult supervision necessary to perform the activity safely. Unless waived by the town, all organizations performing volunteer services shall provide proof of Commercial General Liability coverage, [minimum combined single Limits of \$1,000,000 naming the Town as an additional insured. All organizations must sign a waiver holding the Town harmless for any injuries and claims of any kind resulting from their actions, and provide all necessary supervision for the project. If an organization does not have Commercial General Liability insurance available through their organization, they can volunteer as individuals and be directly supervised by Town staff. Volunteers under the age of 18 may not be accepted in the absence of organization Commercial General Liability insurance.
- The Town provides medical aid coverage for individual volunteers through the Washington State Labor and Industries coverage for volunteer workers. As an alternative the volunteer

may have their own medical coverage. You may be required to sign documentation for the Town to enroll you in Labor and Industries coverage. The Town shall bear the cost of such coverage.

Volunteer Code of Conduct:

The Town of Darrington strives to make your volunteer experience an enjoyable one. In return, a volunteer is expected to assist where he or she is assigned for the agreed amount of time.

- Volunteers should remain in assigned areas at all times.
- Volunteers will follow the directions of the volunteer staff while volunteering.
- Volunteers should request ways in which to assist the staff person he or she is assigned to volunteer with.
- If volunteers find themselves with nothing to do, they should speak with their supervising staff for reassignment.
- Please refrain from vulgar or profane language.
- Please refrain from talking and/or texting on wireless devices while volunteering.
- As per State Law, smoking and or vaping is prohibited inside any buildings.
- Volunteers must be drug and alcohol free while volunteering.
 - Volunteers who are under the influence of alcohol or drugs while on the Town of Darrington premises or time, or while representing the Town of Darrington, will be subject to corrective action, up to and including termination of volunteer status and possible criminal prosecution.
 - The sale or possession of alcohol or illegal drugs while on the Town of Darrington's time or property will subject the volunteer to corrective action, up to and including termination of volunteer status and possible criminal prosecution.
 - Any employee or volunteer using over the counter or prescription drugs during work time that may impair his or her ability to perform the job must notify his or her supervisor prior to beginning work.
- Volunteer must be weapon free with volunteering.
 - Any volunteer with weapons will be asked to leave and volunteering privileges may be revoked.
- Volunteers are responsible for maintaining the confidentiality of all privileged information to which they are exposed.
 - On occasion, a volunteer may witness an incident, be entrusted with information or have access to records or files deemed confidential in nature. It is the Town's expectation that any volunteer privy to such information, material or event will respect and safeguard the trust and privacy rights of affected individuals. Information of a confidential nature is not to be shared with anyone.
 - Violation of confidentiality is a serious breach of trust, and in some cases, of law. Disclosure of confidential information may result in termination of volunteer status, civil action or criminal prosecution.

Any records you create while volunteering for the Town of Darrington may be public records and you will be required to deliver any and all public records in your possession to the Town of Darrington.

- Volunteers will treat all staff, public citizens, other volunteers and property with respect and courtesy at all times.

- In the event that either a volunteer or a town staff feels there is a problem with any aspect of the volunteer assignment, the following steps should be followed:
 - Regardless of who first discovers the problem, it should be discussed between the Town Staff and the Volunteer to try to reach a satisfactory resolution.
 - If the first step does not result in satisfactory resolution, the Town Hall should be informed of the problem. Town Hall will then investigate and attempt to resolve the issue.
 - If a satisfactory resolution cannot be achieved, the volunteer may be subject to corrective action up to and including termination.
- It is the Town's policy to foster and maintain a work environment that is free from discrimination and intimidation. The Town of Darrington will not tolerate harassment of any kind that is created by employees, volunteers or members of the public. Employees and volunteers are expected to show respect for one another and the public at all times, despite individual differences.
 - Harassment is defined as verbal or physical conduct that demeans or shows hostility or aversion toward another employee, volunteer or members of the public. Examples of prohibited conduct include slurs or demeaning comments to employees, volunteers or members of the public relating to race, ethnic background, gender, religion, sexual orientation, age or disability. Employees or volunteers who violate this policy, will be subject to corrective action, up to and including termination of volunteer status.
- Volunteers will not remove, destroy or retain for personal use, any Town of Darrington property.

Volunteer Dress Code:

Each volunteer is expected to maintain a professional appearance and demeanor appropriate to his or her assignment. Clothing and shoes should be comfortable and non-restrictive so as not to prevent engaging in the assigned activities.

The following are prohibited:

- Spaghetti straps or low-cut tank tops.
- Shirts that reveal an individual's mid-section.
- Inappropriate writing on clothing.
- Hats or headgear worn in an inappropriate setting, indoor event or office.
- Pants or shorts must be worn so that the waist of the apparel is roughly at the waist of the wearer.
- Shorts and/or skirts must be no more than 6 inches above the knee.
 - Any volunteer in violation of the dress code may be sent home. Continuous violations will result in the termination of the volunteer's relationship with the Town of Darrington.

Volunteers Personal Property:

The Town of Darrington will not be responsible for your personal property. Please make sure all personal property is in a safe and secure location while volunteering.

Volunteer Safety:

Safety is important to all of us. Report any injury, incident, accident or unsafe condition to your assignment staff immediately. Volunteers should conduct themselves in a way that promotes safety of themselves, co-workers and citizens of the town. Volunteers should never put themselves or others into a situation that makes them fearful or uncomfortable. If you feel uncomfortable, please notify supervising staff.

If any personal injury occurs while volunteering for the Town of Darrington, it must be immediately reported to supervising staff. In consideration of accepting my application, I agree to release and hold harmless, its agents and employees from all actions, causes of action, damages, claims or demands, liability, costs and expenses of any nature whatsoever, including without limitation, attorney’s fees and disbursements, arising from or occasioned by my participation in the Town of Darrington Volunteer Program which I, my heirs, executors, administrators, or assigns may have against the Town of Darrington and other described parties, for all personal injuries known or unknown which I have or may have incurred by participating in the Town of Darrington Volunteer Program.

In the past, hypodermic needles and syringes have been found in Town parks. Though these occurrences have been rare, “sharps” such as these present a real risk of infection from blood-borne pathogens such as HIV and Hepatitis B. Each participant should be sure to wear heavy gloves, but please recognize that no gloves are puncture proof. The Town will provide tools such as rakes to pull debris from under brush. Each volunteer should exercise caution when using their hands to pick up material. If a sharp is found, volunteers must not touch it; instead “flag” the location and a Town employee will pick it up and dispose of it properly.

If you as a volunteer incur any pre-approved expenses on behalf of the Town of Darrington, and submit a request for payment from the Town of Darrington for those expenses, you will be asked to complete a W-9 and will be sent a 1099-MISC., at the end of the year. (only if those expenses total \$600.00 or more). The Town of Darrington has alternatives to pay for pre-approved expenses. Please ask Town Clerk for details.

THE STATEMENTS CONTAINED IN THIS POLICY ARE GUIDELINES AND SUMMARIES OF THE VOLUNTEER PROGRAM. THEY DO NOT BIND THE TOWN OF DARRINGTON. THE TOWN OF DARRINGTON RESERVES THE RIGHT TO CHANGE, REVOKE OR MAKE EXCEPTIONS TO TOWN POLICIES AT ANY TIME AND AT ITS SOLE DISCRETION.

I UNDERSIGNED, HAVE READ THE VOLUNTEER POLICY AND PROCEDURES FOR THE TOWN OF DARRINGTON. BY SIGNING BELOW, I AGREE TO ADHERE TO ALL LOCAL, STATE AND FEDERAL LAWS AND THE POLICIES AND PROCEDURES OUTLINED ABOVE.

Name (Please Print)

Signature of Volunteer

Date

