

In the Rooms of the Board of Supervisors

County of Inyo, State of California

I, HEREBY CERTIFY, that at a meeting of the Board of Supervisor of the County of Inyo, State of California, held in their rooms at the County Administrative Center in Independence on the 13th day of *October*, 2009 an order was duly made and entered as follows: See Attached

CAO-Risk Mng./
Volunteer Policy

The Risk Manager, Ms. Marlena Baker, briefly noted the proposed changes to the volunteer policy and responded to questions from the Board. Moved by Supervisor Arcularius and seconded by Supervisor Cervantes to adopt the updated County of Inyo Volunteer Policy. Motion carried unanimously, with Supervisors Cash and Fortney absent.

WITNESS my hand and the seal of said Board this 13th

Day of OCTOBER 2009



By:

Patricia Gunsolley
Patricia Gunsolley, Assistant

Routing

CC _____
Purchasing _____
Personnel _____
Auditor _____
CAO _____
Other Risk Manager _____

DATE: October 16, 2009



AGENDA REQUEST FORM
BOARD OF SUPERVISORS
COUNTY OF INYO

For Clerk's Use Only:
AGENDA NUMBER

7

☐ Consent ☒ Departmental ☐ Correspondence Action ☐ Public Hearing
☐ Scheduled Time for ☐ Closed Session ☐ Informational

FROM: County Administrator - Risk Management Division

FOR THE BOARD MEETING OF: ¹³October 8, 2009

SUBJECT: County of Inyo Volunteer Policy

DEPARTMENTAL RECOMMENDATION:

Request that your Board adopt the updated County of Inyo Volunteer Policy.

SUMMARY DISCUSSION:

Attached for your review and consideration in the updated County of Inyo Volunteer Policy. The prior Volunteer Policy was adopted in 1999. The policy was updated in order to:

- Adopt a procedure to conduct and clarify what volunteer assignments require a background check. Sensitive assignments triggering a background check include working one-on-one with children, individuals with disabilities, or senior citizens, and access to or custody of cash, equipment, or confidential information.
- Implementing a volunteer enrollment so that appropriate excess insurance for the volunteer may be maintained.
- Comply with legal mandates for the use of volunteers, including the Fair Labor Standards Act.
- Clarify what expenses, reimbursement, and nominal fees may be provided to Volunteers.
- Advise volunteers of the insurance provided for their volunteer work.

ALTERNATIVES:

Not adopt the updated policy or provide direction to staff to change or modify the policy.

OTHER AGENCY INVOLVEMENT:

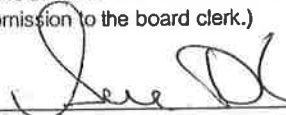

County Counsel, Health & Human Services and Probation have reviewed the policy. The Sheriff's Department was consulted regarding background checks.

FINANCING:

The County already purchases volunteer insurance. There may be some minor expense to departments for the mileage reimbursement and nominal fees to be paid to volunteers.

APPROVALS

COUNTY COUNSEL:	AGREEMENTS, CONTRACTS AND ORDINANCES AND CLOSED SESSION AND RELATED ITEMS (Must be reviewed and approved by county counsel prior to submission to the board clerk.) R. [Signature] Approved: <u>YES</u> Date <u>9.9.9</u>
AUDITOR/CONTROLLER:	ACCOUNTING/FINANCE AND RELATED ITEMS (Must be reviewed and approved by the auditor-controller prior to submission to the board clerk.) [Signature] Approved: <u>[Signature]</u> Date <u>9/14/09</u>

PERSONNEL DIRECTOR:	<p>PERSONNEL AND RELATED ITEMS (Must be reviewed and approved by the director of personnel services prior to submission to the board clerk.)</p> <p></p> <p>Approved:  Date: <u>9/14/09</u></p>
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DEPARTMENT HEAD SIGNATURE:

(Not to be signed until all approvals are received)

(The Original plus 20 copies of this document are required)



Date: 09-16-09

COUNTY OF INYO VOLUNTEER POLICY

PURPOSE:

The purpose of this policy is to encourage and enable Inyo County Departments to utilize and support volunteers. It is the intent of this policy that volunteering will be of mutual benefit to the volunteer and the County.

DEFINITION OF VOLUNTEER:

- A volunteer is an individual who performs hours of service for the County of Inyo for civic, charitable, health, humanitarian, recreational, public safety or general welfare reasons, without promise, expectation or receipt of compensation for services rendered, except for reimbursement of expenses, nominal fees or a combination thereof.
- Individuals shall be considered volunteers only when their services are offered freely and without pressure or coercion, direct or implied, from the County.

An individual shall not be considered to volunteer if the individual is otherwise employed by the County to perform the "same type of services" as those for which the individual proposes to volunteer. The phrase "same type of services" means similar or identical services. The Fair Labor Standards Act prohibits such practice. In marginal cases, departmental volunteer coordinators shall contact Personnel for clearance. Volunteers do not supplant County employees; they assist paid staff or provide services that constitute elements of regular County positions and augment the established and mandated services of the County.

REQUIREMENTS FOR USE OF VOLUNTEERS:

Departments utilizing volunteers will designate an employee who will be the department volunteer coordinator. The coordinator shall be responsible for:

- (1) Developing job descriptions and duties for volunteers.
- (2) Coordinating with Risk Management to ensure background checks are conducted for sensitive assignments. Sensitive assignments include, but are not limited to:
 - a. Assignments that involve access to or custody of cash, equipment, drugs or confidential information;
 - b. Assignments involving the rendering of one-on-one services to children, individuals with disabilities, or senior citizens; and
 - c. Assignments to County departments that dispense County benefits to the public.
- (3) Ensuring that all that volunteers complete and submit Volunteer Enrollment documents. Those documents shall be provided to Risk Management prior to the volunteer start date so that appropriate insurance may be maintained.

- (4) Obtaining clearance from Personnel and Risk Management for situations involving "same type service" and "sensitive assignment" issues.
- (5) Ensuring that orientation and training is provided to the volunteer so that tasks may be performed in a safe manner.
- (6) Ensuring that volunteers are advised of and comply with applicable rules and regulations, including, but not limited to safe work practices and maintaining confidentiality.
- (7) Fully informing the volunteer of medical and liability coverage.
- (8) Notifying Risk Management of any incident with injuries, property damage or that may result in a claim.

ORIENTATION AND TRAINING:

Orientation of new volunteers provides them with background and general information about the department and enables the volunteers to understand how their volunteer position fits in with overall operations. The content of the orientation will vary from department to department depending on the special situations unique to each department.

All volunteers must receive training necessary to enable them to do the work of their volunteer assignments. This training may be on-the-job or formal in-service group training. The training should take into consideration individual needs, knowledge, abilities and skills and should focus on the tasks the volunteer will be performing. In most instances the supervisor will conduct on the job training.

GENERAL AND AUTOMOBILE LIABILITY AND ACCIDENT INSURANCE:

The County of Inyo shall purchase the following excess insurance to cover the activities of volunteers while acting for or on behalf of the County.

- Excess Accident Medical Coverage: \$50,000 excess of Medicare, Medicaid, and any other insurance that the volunteer has in place. Pays up to \$50,000 for medical treatment, hospitalization and licensed nursing care required as the result of a covered accident.
- Excess Automobile Liability Insurance: \$500,000 excess of the volunteer's own insurance. The volunteers must maintain auto liability coverage at least equal to the state required minimums.
- Excess Volunteer Liability Insurance: \$1,000,000 protection for volunteers who are liable for bodily injury or property damage arising out of the performance of their duties. The coverage is in excess of and noncontributing with any other valid and collectible insurance the volunteer has.

VEHICLE OPERATION:

Volunteers may be authorized to operate personal vehicles in the course of their volunteer duties in accordance with the following procedures:

- Volunteer must authorize County to obtain DMV Driving Record – Pull Notice;
- DMV Record must exceed standards outlined on Volunteer Driving Standard Form.
- Volunteers must provide Proof of Insurance that meets the minimum requirements of the State of California.

Volunteers shall not operate County vehicles.

PAYMENT OF EXPENSES, BENEFITS OR FEES:

Volunteers may be paid expenses and nominal fees, or any combination thereof, for their service without losing their status as volunteers. Examples include, but are not limited to:

- Mileage reimbursement for specific functions requiring personal vehicle use.
- Reimbursement for tuition, training registration, transportation and meal costs involved in attending classes.
- A gift card, nominal fee, monthly or annual stipend as long as the fee is not a substitute for compensation and is not tied to productivity.

RIGHT OF REFUSAL AND TERMINATION:

The County of Inyo accepts the service of volunteers with the understanding that such service is at the sole discretion of the County. The County retains the right to refuse the services of a volunteer or terminate the volunteer assignment at any time.

RECOGNITION:

It is the policy of the County that volunteers receive recognition for their contributions. Such recognition may include:

- Thanking a volunteer for his/her efforts.
- Recognizing the volunteer's potential and using it.
- Asking the volunteer of his/her opinion.
- Going to lunch occasionally with the volunteer.
- Receiving class credit for volunteer work.

COUNTY OF INYO – VOLUNTEER ENROLLMENT

Please provide the following information:

Your Name: _____

Street Address: _____

City: _____ Zip: _____ Telephone No.: _____

Name and telephone number of person to be contacted in case of an emergency:

Name: _____

Telephone No(s): _____ Relationship _____

Your Driver's License Number: _____ Expiration Date: _____

Auto Insurance Company: _____ Policy Number: _____

Health Insurance Company: _____ Policy Number: _____

The following information to be completed by the Department Volunteer Coordinator:

Position: _____ Location: _____

Duties (specific): _____

Supervisor: _____ Starting Date: _____

Ending Date: _____

Background Check Required (services to children, one-on-one services to individuals with disabilities or seniors; access to or custody of cash, equipment, drugs or confidential information; assignments to Departments that dispense County benefits to the public).

Yes: _____ Date Completed: _____

No: _____

Department Volunteer Coordinator

COUNTY OF INYO – VOLUNTEER AGREEMENT

This form constitutes an agreement between the County of Inyo and volunteer (name):

_____.

The Volunteer Agrees to be Available:

HOURS		DAYS OF WEEK						
From	To	Sun	Mon	Tue	Wed	Thu	Fri	Sat

Assignment Start Date: _____ End Date: _____

Assignment Description: _____.

As a Volunteer, I understand, and agree with the following:

1. I am not an employee of the County of Inyo and am offering my services freely and without pressure or coercion, direct or implied, from the County. I am not entitled to nor expect to receive any present or future salary, wages, or other benefits for these voluntary services.
2. The County purchases the following excess insurance (excess over all other collectible private insurance I maintain) to cover the activities of myself while acting on behalf of the County: (a) Excess Accident Medical Coverage of \$50,000; (b) Excess Volunteer Liability Insurance of \$1,000,000; and (c) Excess Automobile Liability Insurance of \$500,000. I understand that the County does **not** provide workers' compensation coverage for volunteers.

As a Volunteer, I realize I am representing the County of Inyo during my assigned hours. It is my responsibility to understand, agree with, and fulfill the following:

1. Be courteous with the public in their requests for information and services.
2. Accept the training, guidance and supervision provided by my supervisor.
3. Conduct myself with professionalism and perform duties to the best of my ability.
4. Inform my supervisor when my time or knowledge may be insufficient to complete the assigned task.
5. Maintain and exhibit a neat and clean appearance.
6. Inform my supervisor when unable to report to assignment or of intent to resign.

As a supervisor of the above named Volunteer, I understand and agree to the following:

1. To provide orientation and training to the Volunteer as it pertains to respective assignment.
2. To utilize the Volunteer's time effectively and have assignments prepared.
3. To notify the Volunteer in advance if services are not needed.
4. To value and respect the Volunteer for their service to the public.

Volunteer Signature & Date

Supervisor Signature & Date

COUNTY OF INYO – VOLUNTEER AGREEMENT

Sensitive Assignment – Background Required

This form constitutes an agreement between the County of Inyo and volunteer (name): _____

BY SUBMITTING THIS APPLICATION, YOU ARE AUTHORIZING A CRIMINAL BACKGROUND CHECK ON YOURSELF. THIS CHECK WILL BE MADE FROM PUBLIC RECORD SOURCES. YOU WILL HAVE AN OPPORTUNITY TO REVIEW AND CHALLENGE ANY ADVERSE INFORMATION DISCLOSED BY THE CHECK.

1. Do you use drugs illegally? ____ Yes ____ No
2. Have you ever been convicted as an adult of a criminal offense? ____ Yes ____ No.
Provide dates, locations and penalties. Exclude traffic violations under \$150 and convictions more than two years old for violation of Health and Safety Code sections 11357(b) or (c), 11360(b), 11364, 11365, and 11550 as related to marijuana.
Conviction is not necessarily a bar to volunteering. _____
3. Have you ever been charged with child neglect or abuse? ____ Yes ____ No.
4. Have you ever been charged with elder abuse? ____ Yes ____ No.
5. Has your driver's license ever been suspended or revoked? ____ Yes ____ No.
6. Other than the above, is there any fact or circumstance involving you or your background that would call into question your being entrusted with the supervision, guidance and care of young or elderly people? ____ Yes ____ No. If Yes, explain: _____

The Volunteer Agrees to be Available:

HOURS		DAYS OF WEEK						
From	To	Sun	Mon	Tue	Wed	Thu	Fri	Sat

Assignment Start Date: _____ End Date: _____

Assignment Description: _____

As a Volunteer, I understand, and agree with the following:

1. I am not an employee of the County of Inyo and am offering my services freely and without pressure or coercion, direct or implied, from the County. I am not entitled to nor expect to receive any present or future salary, wages, or other benefits for these voluntary services.
2. The County purchases the following excess insurance (excess over all other collectible private insurance I maintain) to cover the activities of myself while acting on behalf of the County: (a) Excess Accident Medical Coverage of \$50,000; (b) Excess Volunteer Liability Insurance of \$1,000,000; and (c) Excess Automobile Liability Insurance of \$500,000. I understand that the County does **not** provide workers' compensation coverage for volunteers.

As a Volunteer, I realize I am representing the County of Inyo during my assigned hours. It is my responsibility to understand, agree with, and fulfill the following:

1. Be courteous with the public in their requests for information and services.
2. Accept the training, guidance and supervision provided by my supervisor.
3. Conduct myself with professionalism and perform duties to the best of my ability.
4. Comply with all rules and regulations regarding confidentiality and the code of conduct.
5. Inform my supervisor when my time or knowledge may be insufficient to complete the assigned task.
6. Maintain and exhibit a neat and clean appearance.
7. Inform my supervisor when unable to report to assignment or of intent to resign.

As a supervisor of the above named Volunteer, I understand and agree to the following:

1. To provide orientation and training to the Volunteer as it pertains to respective assignment.
2. To utilize the Volunteer's time effectively and have assignments prepared.
3. To notify the Volunteer in advance if services are not needed.
4. To value and respect the Volunteer for their service to the public.
5. Track time when required for class credit or practicum experience.

Volunteer Signature & Date

Supervisor Signature & Date

**COUNTY OF INYO
VOLUNTEER DRIVING STANDARDS FORM**

VOLUNTEER: _____ DATE: _____

DRIVER'S LICENSE NO.: _____ DEPT: _____

INSURANCE CARRIER/POLICY NUMBER: _____

I acknowledge that I received and read this Driving Standards Form and that I carefully read and reviewed the standards.

I particularly understand that the position to which I am being assigned requires operation of my private motor vehicle. A satisfactory driving record is required for appointment to a volunteer position that requires the operation of a motor vehicle. My driving record will be evaluated against the standards listed below.

I understand that I must notify my supervisor if, during the time of my volunteer appointment, I fail to maintain a satisfactory driving record.

DEFINITIONS:

- **Major or Capital Violations:** Serious convictions that indicate a disregard for public safety. Examples include, but are not necessarily limited to: driving while under the influence of intoxicants, hit-and-run, reckless driving, fleeing or trying to elude a law enforcement officer, driving with a suspended or revoked license.
- **Accident:** Accidents will be determined to be non-preventable when there is no corresponding citation date under the abstract section of the Department of Motor Vehicle report.
- **Moving Violation:** A moving violation is defined as a citation issued under the California Motor Vehicle Code, or similar code of another state (e.g. speeding, failure to yield).

STANDARDS: Except where the law may require a higher standard, the following criteria will be utilized as a definition of an **UNSATISFACTORY** driving record:

1. One conviction of a major or capital violation during the preceding 36 months.
2. Two or more accidents or moving violations during the preceding 36 months.

I certify that my personal driving record is satisfactory as described by the County of Inyo Driving Standards.

DATE: _____

Signature

INYO COUNTY VOLUNTEER POLICY

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- Volunteer Request Form
- Volunteer Application
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INYO COUNTY VOLUNTEER POLICY

PURPOSE

The purpose of this policy is to encourage and enable County of Inyo Departments to utilize and support volunteers.

It is the intent of this policy that volunteering will be of mutual benefit to the volunteer and the County.

Use of volunteers is not intended to nor will it replace existing County employees, but will enhance public services, prevent the reduction of public services or to perform functions beyond the current capacity of County Departments.

DEFINITION OF VOLUNTEER

The term "Volunteer" is defined as a person, who, of his/her own free will, provides goods and services without any financial gain. A volunteer can also be defined in the following ways:

- Non-paid individual who offers services for a limited time;
- An intern who receives academic credit but no stipend from the County
- Individual who chooses to donate time and talents to the recipients of County services;
- Member of an organization designed to support a specific entity, e.g. "Friends of Museum".

REQUIREMENTS FOR USE OF VOLUNTEERS

A. County shall designate a volunteer program coordinator.

Initially, the Personnel Office will serve as a clearing-house for recruitment of volunteers and will distribute application materials to potential volunteers. Departments will submit volunteer requests to personnel office, which will maintain a database of volunteer opportunities and forward potential volunteers to appropriate departments for screening. Personnel will add a message to its voice mail, re: volunteer services.

In the long term, if funding can be identified to support a volunteer program coordinator, coordinator will also be involved in:

1. Recruitment and screening of volunteers
2. Training of volunteers and Departmental volunteer coordinators
3. Operation of other federal and state-funded volunteer programs
4. Coordination with educational institutions, community organizations, hospitals, etc.

B. Each Department utilizing volunteers will designate a management employee responsible for volunteers working in the Department.

The Department is responsible to:

1. Develop job description and duties, which benefit County and volunteer and forward to personnel.
2. Train, supervise and evaluate volunteers

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3. Assure that client confidentiality is maintained.
 4. Maintain records pertaining to volunteer including:
 - a. volunteer application
 - b. volunteer contract – confidentiality statement
 - c. volunteer time records.
 5. Provide safe and healthful work environment. May include health screening, immunizations and infection control training in some cases.
 6. Conduct thorough background checks for some assignments.

C. Volunteer Rights and Responsibilities

Volunteers are viewed as a valuable resource to the County. Volunteers shall be extended the right to be given meaningful assignments, the right to be treated as equal co-workers, the right to effective supervision, and the right to recognition for work well done. In return, volunteers shall agree to actively perform their duties to the best of their abilities and to remain loyal to the goals and procedures of the County.

Volunteers are required to:

- Complete and sign Volunteer application, contract and driving standards form.
- Follow the policies and procedures developed for the Department or Division in which they are placed.
- Maintain strict confidentiality regarding client identity and privileged agency information.
- Notify supervisor if unable to appear for work.

D. Interns

Volunteer program will attempt to establish relationships with Cerro Coso Community College, College of La Verne, local secondary schools and other educational institutions to encourage interns to work for credit and experience in their fields of study. Interns will follow volunteer procedures.

E. Volunteer Placement

Upon completion of the volunteer application, Department Volunteer Coordinator or designated supervisor, will interview volunteer, review job description and agency expectations. If Department wants to use volunteer, volunteer and Department representative shall sign the volunteer contract.

F. Liability, Worker's Compensation

The County of Inyo shall purchase the following excess insurance to cover the activities of volunteers while acting for or on behalf of the County:

- 1) *Excess Accident Medical Coverage:* \$25,000 for medical treatment, hospitalization and licensed nursing care required as a result of a covered accident. This insurance is excess of volunteer's private medical insurance.
- 2) *Excess Auto Liability Insurance:* Protects the volunteer driver for bodily injury or property damage claims up to \$500,000. This insurance is excess of volunteer's private automobile liability insurance.
- 3) *Personal Liability Insurance:* Provides coverage up to \$1,000,000 for personal injury or property damage liability claims arising out of the performance of the volunteers' duties. This coverage is excess of any other valid collective insurance the volunteer may have.

G. Vehicle Operations

Volunteers can be authorized to operate personal or county vehicles in the course of their volunteer duties according to the following procedure.

1. Volunteer must authorize County to obtain DMV Driving record – Pull notice.
2. DMV Record must exceed standards outlined on County Volunteer Driving Standard form.
3. County will purchase volunteer excess insurance.
4. County Risk Manager must authorize all volunteer vehicle use.

On a Department by Department basis, mileage reimbursement may be available to volunteers for specific functions requiring vehicle use.

H. Right of Refusal and Termination

County retains the right to refuse the services of a volunteer or terminate the volunteer assignment for any reason.

Recognition

An integral part of the Volunteer Services Program is the conscientious use of recognition.

After a volunteer has been interviewed, oriented and trained, it is important for the volunteer to be appreciated and recognized. In addition to a formal recognition for all volunteers annually, volunteer supervisors should provide recognition for their volunteer in a variety of ways. Some examples may include:

- By giving constructive feedback about their work, either formally in a meeting with a volunteer or informally on the job;
- Provide opportunities for volunteers to give feedback about the Department or program;
- Go to lunch occasionally with a volunteer;
- Thank them personally for their service.

At one board meeting each year, the Board of Supervisors will acknowledge volunteer contributions.

Support Organizations, Affiliated Groups

It is the policy of the County to encourage the formation of groups dedicated to supporting facilities or programs such as the Libraries, Museums or Senior Centers.

Such groups may be formal non-profit organizations, unincorporated associations or chapters of national organizations such as AARP. These organizations often may conduct meetings or coordinate events in County facilities. In addition, these organizations often maintain close communication with County staff regarding priorities for programs or facilities.

Unless specified in a contract, agreement or memorandum of understanding, these groups shall not act as agents or representatives of the County. Even though such groups are raising funds for the benefit of County projects, group must maintain separate bank accounts and accounting records. Distribution of the funds should be made by the leadership of the group. No County employee should be involved in dispersing funds raised by these support groups.

VOLUNTEER REQUEST FORM

DATE: _____

DEPARTMENT: _____ DIVISION: _____

CONTACT PERSON: _____ PHONE: _____

SUPERVISING STAFF MEMBER: _____ PHONE: _____

JOB DESCRIPTION

Work Location
(building address)

Job Title

Responsibilities

Qualifications
(skills, interests, and
experience)

Benefits to Volunteers

Number of Volunteers Needed _____ Days: _____ Hours: _____

Probable Duration of Volunteer Assignment: _____ Date Needed: _____

Automobile Required: _____ Yes _____ No Facility Handicap Accessible _____ Yes _____ No _____ Partially

Department Head Signature: _____ Date: _____

VOLUNTEER APPLICATION

1. NAME: _____
2. ADDRESS: _____
3. HOME PHONE: _____ 4. WORK PHONE: _____
5. SOCIAL SECURITY NUMBER: _____
6. DRIVER'S LICENSE: _____
7. PERSON TO CONTACT IN CASE OF EMERGENCY: _____
8. SCHOOL/CURRENT OCCUPATION: _____
9. LANGUAGES OTHER THAN ENGLISH: _____
10. ARE YOU 18 YEARS OR OVER: _____
11. If you are under 18 the law requires that you meet one of the following requirements:
 - a. High School Graduate or GED: _____
 - b. Posses a work permit: _____
12. Have you worked for Inyo County before: _____
13. Do you have any relatives working for the County YES: _____ NO: _____
(List relationship and department): _____
14. Have you ever been convicted of a felony or misdemeanor other than minor traffic violation (if yes please list) _____
15. If you have a condition, which would prevent you from performing any of the essential duties of the position, please list those duties and the accommodation, which you would require in order to perform the duties. Reasonable accommodation will be made when requested and determined by the County to be appropriate under applicable law:

16. Have you been a Volunteer for a governmental entity before? If so, please describe your duties: _____

17. What would you like to get from your experience as a volunteer? _____

18. What special skills do you have to offer, languages, hobbies, interest, etc? _____

19. Type of volunteer assignments your are interested in?

Tutor/Mentor: _____ Office Work: _____ Public Safety: _____
Environment: _____ Other: _____

20. Check applicable age group:

16-17 _____ 18-20 _____ 21-35 _____ 36-54 _____ 55+ _____

21. What do you hope to gain from volunteering?

Develop skills _____ Personal satisfaction _____
School requirement/credit _____ Court orders _____
Other _____

22. Check all groups you would be interested in working with:

Pre-school: _____ School age: _____ Teens: _____
Adults: _____

23. Times available to volunteer: _____

24. Are you interested in working on special event projects? _____

25. Anything else you would like to add about yourself? _____

VOLUNTEER CONTRACT

Volunteer _____ Department _____
 Address _____
 Home Phone _____ Work Phone _____
 Job Title _____ Date _____

RESPONSIBILITIES OF DEPARTMENT:

- Initial and ongoing training and supervision.
- Personnel record (contract, work evaluations, etc.)
- Review by the end of the first month.
- Future work references.

RESPONSIBILITIES OF VOLUNTEER:

- Fulfillment of time commitment as listed below.
- Evaluation of supervision, training and work experience at exit interview.
- Report numbers of hours worked on first of each month to Department Supervisor.
- Serve in capacity as described in the job description.

WORK HOUR – Total hours per week _____
 Duration of Volunteer Contract _____
 To be reviewed on _____
 Starting Date _____
 Final Work Date _____

As a volunteer, I agree to: perform the tasks outlined in my job description to the best of my ability; report to work on time, when scheduled; if unable to report I will call my supervisor; to accept supervision; maintain confidentiality; observe the same rules and policies as paid staff; strive to help the County obtain its goal and objectives; and, give my supervisor adequate notice before terminating my volunteer services.

In addition, I acknowledge and understand that I am only a volunteer and not an employee of the County of Inyo.

Knowing that my services are an asset to the County, I also realize that the County may "release" this agreement and therefore, release me from my volunteer services at anytime. As such, I agree to hold the County harmless from and against any dismissal action.

The Department agrees to provide adequate workspace for me; provide ongoing supervision, evaluation and training; and, to treat me fairly and with respect.

If after one month, this agreement is not what I wish to do, I can meet with my supervisor to consider alternative volunteer opportunities. Also, by the end of the first month, my supervisor will assess my performance to determine if I meet the qualifications of this position.

 Volunteer

 Date

 Supervisor

 Date

COUNTY OF INYO
VOLUNTEER DRIVING STANDARDS FORM

Volunteer _____	SSN: _____
Department _____	Position _____
Drivers License _____	Insurance Carrier _____

I acknowledge that I received a copy of the "County of Inyo Driving Standards" and that I carefully read and reviewed the standards.

I particularly understand that the position to which I am being assigned requires operation of motor vehicle. A satisfactory driving record is required for appointment to and for continued employment on County positions which require the operation of a motor vehicle in the course of County Business. The driving record will be evaluated against the standards listed below.

DEFINITIONS:

Major or Capital Violations: Major or capital violations are serious convictions which indicates a disregard for public safety. Examples include, but are not necessarily limited to the following; reckless driving where bodily injury or property damage results; hit and run; negligent homicide; assault with motor vehicle.

Incidents: An incident is defined as a preventable accident or moving violation.

- **Accident:** Accidents will be determined to be a non-preventable where there is no corresponding citation date under the abstract section of the Department of Motor Vehicle report.
- **Moving Violation:** A moving violation is defined as a citation issued under the California Motor Vehicle Code, or similar code of another state, and includes citations for unregistered vehicles, expire license, license not in possession, suspended licenses, or revoked license. Citations for faulty equipment shall be considered moving violations except those involving unlit tail lamps, turn signals, brake lights, or license plate lights. All other citations will be considered as moving violations.

STANDARDS

Except where the law may require a higher standard, the following criteria will be utilized as a definition of an **UNSATISFACTORY** driving record:

1. One conviction of a major or capital violation during the proceeding 36 month period is considered unsatisfactory.
2. One conviction of driving under the influence of alcohol or drugs during the proceeding 36 month period is considered unsatisfactory.
3. Volunteer positions will not exceed the operation of a motor vehicle for more than 4,000 miles per year. Two or more incidents during the proceeding 36 month period is considered unsatisfactory.

I certify that my personal driving record is satisfactory as described by the County of Inyo Driving standards.

_____ Signature	_____ Date
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