

**RESOLUTION NO. 16 FOR 2019**

**A RESOLUTION ADOPTING REVISED PERSONNEL POLICIES FOR EMPLOYEES, INTERNS AND VOLUNTEERS OF THE CITY OF SWEET HOME.**

WHEREAS, it is in the best interest of the citizens of the City of Sweet Home and the employees of the City of Sweet Home that certain policies relating to employment by the City of Sweet Home be clearly set forth; and

WHEREAS, the City Manager of the City of Sweet Home, has prepared and presented to the City Council a manual of personnel policies for City employees, interns and volunteers; and

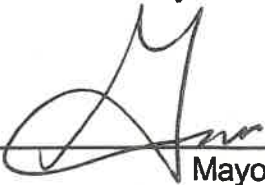
WHEREAS, the adoption of these policies appear to be in the best interest of the City of Sweet Home and its employees, interns and volunteers, and as authorized by Sweet Home Municipal Code Chapter 2.48 - PERSONNEL SYSTEM;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SWEET HOME:

That the personnel policies presented to the City Council by the City Manager of the City of Sweet Home effective May 28, 2019 are hereby approved and adopted as the policies for all employees, interns and volunteers of the City of Sweet Home, Oregon.

This Resolution supersedes and replaces Resolution No. 20 for 2018 and shall become effective immediately upon passage by the City Council and signature of the Mayor.

PASSED by the Council and approved by the Mayor this 28<sup>th</sup> day of May 2019.

  
5-28-19  
Mayor

ATTEST:

  
City Manager - Ex Officio City Recorder





## City of Sweet Home Volunteer Registration Form

Thank you for your interest in volunteering for City of Sweet Home. We look forward to partnerships with volunteers to enable us to effectively serve the citizens of our community. In order to ensure the safety of our volunteers and protect the interests of the City, we require potential volunteers to complete this questionnaire form and participate in a background check. Thank you for volunteering.

Name		Daytime Phone	
Address		Evening Phone	
City/Zip		Email	

### **VOLUNTEER ACTIVITY**

Please describe the type of volunteer work you are interested in performing, or activity/event you wish to volunteer for.

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Please list the date(s) or range of dates for which you would like to volunteer.

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### **REFERENCES**

Please list two references that are NOT related to you and that have knowledge of your relevant experience for the type of volunteer activity you are interested in.

Name	Address	Phone Number	Relationship/Years Known

### **EMERGENCY INFORMATION**

Name and contact information for the person(s) to reach in the event of an emergency.

Name	Phone Number	Relationship



# Volunteer Agreement and Signature

*I understand and agree to the following:*

- I will keep all issues pertaining to city business confidential.
- I may be subject to background and motor vehicle record checks.
- I will adhere by OR-OSHA safety standards and training I am provided.
- I have read and understand the Volunteer Policy.

I hereby certify that the facts set forth in this volunteer registration are true to the best of my knowledge. I agree that if the information given in my registration, resume, or any other materials, or during any interview, is found to be false in any way, it shall be considered sufficient cause for denial of volunteer status. I understand that the City is not obligated to appoint me to a volunteer position and that nothing contained in the volunteer registration form is intended to create a contract between The City of Sweet Home and me. In addition to the above items, I agree to comply with the policies, rules, regulations, and procedures of the City, which I understand may change at any time and I understand that my volunteer status can be terminated with or without cause or notice, at any time, at the option of either me or the City.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## REQUIRED FOR ALL MINORS:

### PARENT OR GUARDIAN'S AUTHORIZATION FOR MEDICAL CARE AND CONSENT TO AGREEMENT

I, \_\_\_\_\_, as parent or legal guardian hereby grant permission for \_\_\_\_\_ to do volunteer work for the City of Sweet Home. In the event of an emergency, accident, or illness, I authorize the City and its employees to administer emergency medical care to my child and/or, if deemed necessary, to secure emergency medical services and incur expenses for which I will be responsible for payment. My signature below hereby represents that I have read, understand, and consent to this agreement.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



# City of Sweet Home Background Release Form Please Read Carefully

Please PRINT legibly in INK and SIGN form. Do not leave any lines blank.

Last Name		First Name		Middle Name	
Maiden Name			Other Aliases		
Street Address			City/State/Zip		
Place of Birth			Date of Birth		
Driver License #		State		Expires	

Please list the states and/or countries you have lived in since you turned 18. If you were convicted of a crime as an adult or pled guilty to a crime as an adult when you were under the age of 18, please list the state(s) in which that conviction/those convictions occurred.


BY MY SIGNATURE BELOW I AUTHORIZE the City of Sweet Home to complete a background check. This authorization is valid for purposes of verifying information given in connection with an application for volunteer work with the City.

BY MY SIGNATURE BELOW I AUTHORIZE all corporations, current employers, former employers, educational institutions, law enforcement agencies, city, state, county, and federal courts and agencies, military services and persons, to release the following (check all that you are authorizing):

- Employment References
- Personal References
- Educational Degrees
- Professional Certifications or Licenses
- Driving Record
- Criminal Background
- Character References

This authorization shall be valid in original or copy form. This authorization does not expire.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_







# City of Sweet Home Volunteer Policy Manual

## Introduction

Thank you for your interest in volunteering for the City of Sweet Home. Volunteers play a vital role in delivering services to our community. 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 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, who donates service in a 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:

- Board members
- Public safety
- Community Emergency Response Teams (CERT)
  - In the event that emergency operations and procedures have been activated, a volunteer may be assigned to perform emergency volunteer duties authorized by the City. Emergency Volunteers will work only at approved sites, and under the direction and supervision of the requesting department.
- City employees may volunteer in other departments if:
  - The volunteer position is with an established 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 and a parent or guardian.

*City of Sweet Home Volunteer Policy Manual – Updated 2019*

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## 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 the 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 the 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 prior to performing a volunteer project or job. The City Manager's office 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 Volunteer Program prior to starting work.

## **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.

*City of Sweet Home Volunteer Policy Manual – Updated 2019*





## Vehicle Policy

Volunteers may be cleared to drive as part of their volunteer work. The volunteer must complete and submit an approved driving history release form (in some departments the DMV Motor Vehicle check is performed as part of the criminal history check) prior to driving for the City. A valid driver's license and an acceptable driving record are required before a volunteer will be permitted to drive while performing duties as a volunteer on behalf of the City.

Volunteers operating public vehicles must have an acceptable driving record that meets the City's requirements for acceptable driving (or as outlined in the City's Fleet Policy). Accidents must be reported immediately to the City Manager and an incident report and accident investigation form should be completed as soon as possible.

Volunteers who drive personal vehicles are required to provide proof of insurance that meets statutory requirements\* or the City's fleet policy, whichever is higher.

- The owner of the personal vehicle's auto liability insurance is the primary payer. The City's insurance is secondary to private coverage.
- Proof of current coverage must be provided each renewal by a copy of the vehicle owner's policy declaration page or certificate of insurance.

\*Oregon statutory requirements (ORS 806.010): \$25,000 per person; \$50,000 per crash for bodily injury to others; and \$20,000 per crash for damage to others property.

## 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'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 the 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 provides Workers compensation insurance.

### Record Keeping

Volunteer workers must track and submit hours on a weekly basis to their supervisor using the approved form provided by the 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’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 the City Manager.

- Volunteer registration/application form
- Release for driving record and background check

- Job description
- Proof of vehicle insurance
- Volunteer agreement/acknowledgement
- 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)





# City of Sweet Home Volunteer Waiver

As a volunteer working at the City of Sweet Home, you need to have an understanding of the extent to which you are covered by insurance for liability and personal injury or illness. Please read the following carefully and sign below.

## TORT LIABILITY

The City will indemnify and defend you against civil actions for injuries or damage to the person or property of others, subject to the following general conditions:

- You are working on a task assigned by an authorized City supervisor for the benefit of the City
- You limit your actions to the duties assigned (defined in the assigned duties section below).
- You perform your assigned duties in good faith, and do not act in a manner that is reckless or with the intent to unlawfully inflict harm to others.

The conditions and limits of this protection are stated in the Oregon Tort Claims Act, ORS 30.260 – 30.300.

## MOTOR VEHICLE LIABILITY

If you use a personally owned vehicle in the course of your duties, you are required to have automobile liability insurance in accordance with Oregon law. Your personal insurance will provide your primary coverage for any accidents involving the personally owned vehicle you are driving. State provided automobile liability coverage may apply on a limited basis only after your primary coverage limits have been used and only where the indemnification conditions set forth above are applicable. You **MUST** possess a valid driver's license.

## VOLUNTEER INJURY COVERAGE (VIC)

**Workers' compensation coverage is provided.** However, it is limited to injuries resulting from the volunteer acting within the course and scope of his/her assigned duties.

## REPORTING RESPONSIBILITY

Any time you are involved in any accident or injury to person or property while performing assigned duties, you **MUST** inform your immediate supervisor as soon as possible.

## WAIVER OF LIABILITY

As an authorized volunteer for the City of Sweet Home, I understand that the City will provide limited medical and accidental death, dismemberment and disability coverage or workers' compensation coverage for me in the event I suffer injury due to an accident while performing authorized volunteer duties. In exchange for the coverage, I, for myself, my heirs, executors, administrators and assigns, release and forever discharge the City from any and all demands or claims for damage or injury, from any cause of suit or action, known or unknown, that I may have against the City or its officers, elected officials, agents or employees, and from all liability under the Oregon Tort Claims Act, ORS 30.260 – 30.300, for any and all harm or damage to my health in any matter resulting from or arising out of my volunteer activities. This release does not extend to or waive any rights I may have under the Oregon Tort Claims Act, ORS 30.260 – 30.300 to defense and indemnification from any demand, claim, suit or action brought against me, or liability I may be subject to, or arising out of my authorized volunteer activities.

*City of Sweet Home Volunteer Waiver – Updated 2019*



I HAVE READ AND UNDERSTAND THE ABOVE CONDITIONS OF VOLUNTEER SERVICE AND WAIVER OF LIABILITY. I CERTIFY THAT ANY PERSONALLY OWNED VEHICLE USED IN THE COURSE OF MY VOLUNTEER DUTIES ARE INSURED IN ACCORDANCE WITH OREGON INSURANCE REQUIREMENTS.

I AGREE AND ACKNOWLEDGE THAT MY PARTICIPATION AS A VOLUNTEER FOR THE CITY OF SWEET HOME IS COMPLETELY VOLUNTARY AND THAT I HAVE NEITHER RECEIVED NOR EXPECT TO RECEIVE ANY COMPENSATION OR OTHER BENEFIT FOR MY PARTICIPATION AS A VOLUNTEER.

I UNDERSTAND THAT IN ORDER TO RECEIVE THE PROTECTIONS SET FORTH IN THIS AGREEMENT; THE FOLLOWING MUST BE COMPLETED AND APPROVED BY AN AUTHORIZED REPRESENTATIVE OF THE CITY.

Name		Home Phone	
Address		Alt. Phone	
City/ST/Zip		Email	
Driver's License Number		Auto Insurance Company/Policy No.	
Signature		Date	
Supervisor Name		Phone	

**REQUIRED FOR ALL MINORS:**

**PARENT OR GUARDIAN'S AUTHORIZATION FOR MEDICAL CARE AND CONSENT TO AGREEMENT**

I, \_\_\_\_\_, as parent or legal guardian hereby grant permission for to do volunteer work for the City of Sweet Home. In the event of an emergency, accident, or illness, I authorize the City and its employees to administer emergency medical care to my child and/or, if deemed necessary, to secure emergency medical services and incur expenses for which I will be responsible for payment. My signature below hereby represents that I have read, understand, and consent to this agreement.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Note: Complete a new form each year for volunteer service that continues into the next fiscal year, when volunteering for a different activity, or when volunteer duties change.**

# Volunteer Risk Management Assessment Checklist

Best Practice	Yes	No	N/A
Volunteers complete an application form.			
Backgrounds, experience, and skills are carefully reviewed to match volunteers to appropriate assignments.			
Criminal background checks are conducted on all volunteers who work with children or other vulnerable populations in unsupervised or one on one situations			
Position descriptions are used for volunteer assignments.			
Position descriptions and volunteer applications have been recently reviewed by an attorney or other qualified professional.			
Volunteers are interviewed prior to being selected.			
Staff members responsible for interviewing potential volunteers are trained in proper interview techniques.			
Volunteers who drive vehicles are required to be properly licensed and their motor vehicle record has been reviewed.			
Volunteers are provided appropriate training for their assignments.			
The paid staff of the organization supervises the volunteers.			
Volunteers are not placed in situations in which a reasonable person would consider dangerous.			
Volunteers under the age of 18 are closely supervised and receive additional training			
Informed consent forms are used that are drafted to relieve the organization from inherent risks of certain activities, but that do not attempt to excuse the organization from responsibility for its own negligence			
When volunteers under the age of 18 are involved in an activity, parental consent forms are used.			
The organization has insurance to cover the acts, errors, and omissions of its volunteers. The organization understands the exceptions and limitations of its insurance coverage.			
Procedures are in place to respond to an accident or other incident involving a volunteer, including medical incidents, contacting family members, and completing an incident report.			
The risk management plan includes identifying our potential risk and implementing plans to avoid, reduce, and control those risks.			
The federal Volunteer Protection Act and its limitations have been reviewed with volunteers.			
The state laws that address volunteers and nonprofit organization liability have been reviewed and addressed in the risk management plan.			
If the organization becomes aware of, or is informed of a dangerous or potentially dangerous situation, immediate action is taken even if that requires removing a volunteer from an assignment.			

Total Number of "No" Answers: \_\_\_\_\_



Number of "No" Answers	Risk Level
< 3	Minimal Risk – Keep up the good work!
3 - 5	Moderate Risk - Consider reviewing your policies and procedures.
> 6	High Risk - Review your volunteer program and implement a volunteer policy that includes the Volunteer Best Practices (Doc 9).

Classes of Volunteers and Coverage

Class of Volunteer	N/A	Workers' Compensation Yes/No	Accident Policy Yes/No	Waiver Yes/No
Public Safety Volunteer				
Police Reserve				
Search & Rescue		(Must cover by WC)		
Firefighter				
EMT				
Ambulance Driver				
CERT Volunteer				
Elected Officials				
Appointed Boards				
Parks Volunteers				
Senior City				
Public Works				
Library				
Meals on wheels				
Drivers				
Community Service				
Inmates				
Juveniles				
Public Events				
Special Events				
Camping Hosts				
Community Gardens				
Other				