

# Town of Benson Volunteer Program

Date: 6/25/2024

## 1.0 POLICY

The Town acknowledges that volunteering is one of the greatest forms of civic engagement and appreciates the volunteers who donate their time without compensation. It is the policy of the Town to establish consistent practices in order to utilize volunteers effectively in Town departments.

## 2.0 PURPOSE

The Town takes pride in developing and maintaining strong community partnerships and one such program is the Volunteer Program. This program matches community members' interests and skills with Departmental needs. Volunteer opportunities range from one-time assignments to those that are ongoing. Countless volunteers invest their time, energy, skills and talents to assist departments in a variety of ways.

## 3.0 SCOPE

This policy applies to all community volunteers.

## 4.0 DEFINITIONS

- 4.1 **Volunteer** – a volunteer is defined as an individual who performs hours of service in a Town department for civic, charitable, humanitarian, recreational, public safety, or general welfare reasons, without promise, expectation, or receipt of compensation for service rendered.

## 5.0 ORGANIZATIONAL RULES

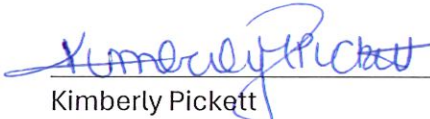
- 5.1 Individuals shall be considered volunteers only where their services are offered freely and without pressure of coercion, direct or implied, from the Town.
- 5.2 The Town complies with the regulations set forth in the Fair Labor Standards Act for individuals performing volunteer services for local governments.
- 5.3 All volunteers will be held to the same behavior standards as Town employees. Applicable Town and departmental policies will apply and will be reviewed with each volunteer during their orientation period.
- 5.4 Due to the confidential nature of work performed by some departments, separate confidentiality agreements may be required. In addition separate Federal and State regulation may apply.
- 5.5 Current Town employees who wish to volunteer in another department must obtain approval from their Department Head in order to ensure compliance with applicable wage and hour law. Individuals may not volunteer for assignments in which a paid job classification exists. The Town will not replace current employees with volunteers.
- 5.6 Workers Compensation insurance does not extend to volunteers.
- 5.7 Town volunteers are covered by the Town for liability claims. In the event private property or other property is damaged by an individual serving in an authorized volunteer position, the Town will initiate the claims reporting process as appropriate.

## 6.0 PROCEDURES

- 6.1 Each department that needs to utilize volunteers will use a consistent recruiting procedure appropriate to the specific work area. Standardized use of forms and pre-employment screenings are a part of this process.
- 6.2 Due to the confidential nature of work performed by some departments, separate confidentiality agreements may be required. In addition separate Federal and State regulation may apply.
- 6.3 Potential volunteers must complete an volunteer agreement form that includes a consent to perform a background check.
- 6.4 As warranted by the department and specific program, background checks may include a driving record, prior employment, prior volunteer service, criminal investigation to check for history of abuse and/or sexual deviant behavior and other crimes of violence.
- 6.5 Failure to consent and/or submit background checks as required for the volunteer opportunity will render the applicant ineligible to volunteer for the Town.
- 6.6 Volunteers that are inactive for twelve months will be required to undergo the application and background check process again.
- 6.7 A system of records will be maintained on each volunteer at the department level including dates and hours of service, position held, and volunteer service performed.
- 6.8 Volunteer personnel records shall be accorded the same confidentiality as Town employee records.

## 7.0 APPENDIX, APPENDICES

None



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Kimberly Pickett  
Town Manager  
June 26, 2024