City of Arts & Innovation

City of Riverside, California
Human Resources Policy and Procedure Manual

Human Resources Director

City Manager

Number: I-9 Effective Date: 07/21

SUBJECT: Municipal Volunteer Program

PURPOSE:

To establish a framework for meaningful and productive utilization of volunteers by City Departments.

DEFINITIONS:

A volunteer is a person who is 16 years or older and donates hours of service to the City for civic, charitable, or humanitarian reasons. They do so without promise, expectation, or receipt of compensation or exclusive consideration for future employment opportunities for services provided. Existing City employees may not assume volunteer roles unless they meet the aforementioned definition.

POLICY:

The Human Resources Department shall establish and maintain a list of prospective volunteers to enable departments to complement their paid municipal workforce in pursuit of established goals and objectives. Departments are not required to accept volunteers referred to the Department and shall not request volunteers to substitute, supplement or replace any vacancy of paid municipal staff.

Types of Volunteer Activities

Volunteer activities in municipal government shall include but are not limited to the direct delivery of services through community action groups, board service, health and wellness programs, and a broad range of social service activities.

Background Check

As a condition of volunteering, prospective volunteers, 18 and older, must be cleared by the California Department of Justice and Human Resources Department which may include but is not limited to fingerprinting, confidentiality acknowledgement, and

worker's compensation acknowledgement. Prospective volunteers, 16 to 17 years old, must have written approval of a parent or legal guardian to volunteer. Per Human Resources Policy I-14, criminal background /livescan applies to all volunteers 18 and older; refer to this policy for process, rules and requirements.

Driving Guidelines

Volunteers are not eligible to drive City-leased or owned vehicles, except for Police volunteers. If a Friend of the Library volunteer is required to drive their personal vehicle for performing an activity, they must follow all vehicular-related guidelines as outlined in III-02 Vehicle and Driver Safety Program policy of the City of Riverside Safety and Health Policies and Procedures Manual. Mileage reimbursement shall not be granted.

If a volunteer is involved in a non-injury motor vehicle accident in their own vehicle while performing volunteer duties, the volunteer shall follow the same accident reporting procedures used by paid municipal staff.

Discrimination-Free and Harassment-Free Environment

Policies prohibiting discrimination and harassment, and other standards of conduct which apply to paid municipal staff, shall apply to volunteers.

Worker's Compensation Coverage

Volunteers shall be covered through the City's Worker's Compensation Program. Utmost care should be taken to ensure that volunteers are not working in hazardous situations. It shall be the Department's responsibility to instruct volunteers in the proper use of tools and equipment. Volunteers have the same obligations as paid municipal staff to cooperate with and follow the rules and regulations of the department and the City.

Workspace and Training

If applicable, Departments shall be responsible for identifying an appropriate workspace, equipment, and materials for the volunteer's work assignment. Volunteer supervisors are responsible for providing any department-wide or position-specific training, as needed.

Hours Documentation

Departments shall ensure volunteer timesheets are submitted and approved within the guidelines set by the HR Department.

Termination of Services

Departments may terminate a volunteer's service at any time and for any reason. Likewise, a volunteer may terminate their volunteer service at any time and for any reason.

One-Day Volunteer Needs

Departments interested in hosting a one-day event with the aid of volunteers must receive approval from the Human Resources Department in advance. As a condition of participation, prospective volunteers must be cleared through the California Megan's Law online portal. In addition, a signed Agreement to Release All Liability form must be received prior to volunteering.