

RESOLUTION NO. 2884

A RESOLUTION OF GRAND COUNTY AMENDING THE GRAND COUNTY POLICY AND PROCEDURE MANUAL CREATING VOLUNTEER SERVICE POLICY AND PROCEDURE.

WHEREAS, the County accepts volunteer services in several departments and offices; and

WHEREAS, policy is needed to establish consistency regarding procedures of registration and documentation of volunteers.

NOW THEREFORE, be it resolved by the Grand County Council to approve and enact policies, guidelines and procedures pertaining to volunteers.

The proposed Volunteer policy is contained in Exhibit A which is attached to and made a part of this resolution and shall be inserted into Section VI - Employment Status of the Grand County Employment Policy and Procedure Manual approved May 20, 2002.

This Resolution was duly and regularly introduced and passed at a regular meeting of the Grand County Council, State of Utah on the 17th day of March, 2009.

Aye: Greenberg, Ballantyne, Graham, Conrad, Baird, Ciarus, Holyoak

Nay _____

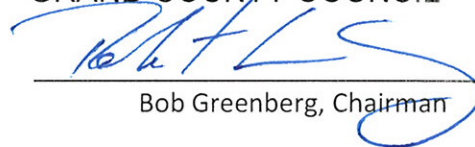
Absent: _____

ATTEST:



Diana Carroll, Clerk/Auditor

GRAND COUNTY COUNCIL



Bob Greenberg, Chairman

EXHIBIT A
VOLUNTEER POLICY

Insert in Policy and Procedure Manual in Section VI Employment Status

G. Volunteers

- Volunteers are considered government employees for certain purposes as set forth in Utah Code Ann. § 67-20-3.
- Volunteers shall complete a registration form which contains the required information for Workers Compensation reporting and meets the requirements of the specific volunteer program and the Human Resource Department. Copies of this form shall be sent to the Human Resource Department.
- A volunteer may not donate any service to a County department unless the volunteer's services are approved by the Council Administrator or the applicable elected official or an authorized representative and the Human Resource Director, as set forth in Utah Code Ann. § 67-20-4
- Certain volunteer positions may require background checks into criminal and driving history and/or proof of licensure or certification when deemed appropriate by department head/elected official or supervisor and the Human Resource Director.
- County employees who supervise volunteers should provide clear direction, in writing if necessary, as to the requirements and duration of any services donated.
- All volunteers and their dates and times of donated service for the County shall be recorded on forms approved by the Human Resource Director. These records shall be filed with the County Clerk/Auditor.
- Volunteers shall be subject to the County's drug free workplace policy and will sign the Acknowledgement Regarding Grand County Policy and Procedures.
- Volunteers may be removed from County volunteer service at any time and for any reason with or without notice.
- Volunteer service experience may be considered when determining the minimum qualifications for an employment position with Grand County.
- A County employee shall not be a volunteer within his or her own department.
- A County employee may volunteer for another County department provided the following provisions apply;
 - The services are entirely voluntary, with no coercion by a County representative, no promise of advancement made, and no penalty for not volunteering,
 - The activities are predominantly for the employee's own benefit,

- The employee volunteer does not replace an employee or impair the employment opportunities of others by performing work which would otherwise be performed by regular employees,
- The employee volunteer serves without contemplation of pay,
- The activity does not take place during the employee's regular working hours or scheduled overtime hours,
- The volunteer time is insubstantial in relation to the employee's regular work hours,
- The employee receives no compensation for the volunteer assignment, and;
- The assignment does not involve the same type of service that the employee is employed to perform.