

# Daggett Community Services District & Daggett Water Company – Employment

**POLICY TITLE: Volunteer Policy**

**POLICY NUMBER: 3150**

## 3150.1 Purpose:

The District desires to provide opportunities to individuals who desire to serve the District as a volunteer and need to manage those individuals in a safe and prudent manner.

## 3150.2 Policy:

It is the policy of the District to provide a safe and healthy work environment for all employees and those individuals who desire to serve the District as a volunteer. To do so, requires that such individuals and departments follow guidelines and that they serve in such a capacity based on an established departmental program.

## 3150.3 Definition of Volunteer:

Volunteers are person(s) volunteering time and services without any present or future expectation of remuneration. Meals, transportation, lodging, and reimbursement for other incidental expenses are not considered remuneration. Volunteers are not employees of the District, and this policy does not establish any employment relationship.

## 3150.4 Scope:

All volunteers serve at-will and at the pleasure of the District; they do not acquire any right or interest in any assignment, position, or task, and may be terminated from the assignment, position, or task at any time, without notice and without cause.

## 3150.5 Eligibility:

To be eligible to serve the District as a volunteer, individuals are required to:

- i. Complete any application or forms provided by the District;
- ii. Pass any required background check, physical, or other testing requirement; and
- iii. Participate in any required training or orientation program.

**Background Check:** The District shall conduct background checks including fingerprinting and investigating criminal history, at the District's expense, for all persons who apply as volunteers as required by state law (e.g., California Public Resources Code Section 5164). The District may also conduct periodic background checks or investigations after a volunteer's recruitment, as authorized by law.

**Physical Examination:** In some instances, the District may require an applicant to take a physical exam, at the District's expense, to determine if they are fit to provide the service they plan to provide and that they do not have a condition that may endanger them or the people they are supposed to serve. Such requirement is based on the position the volunteer is to fill and must be uniformly applied.

## 3150.6 Responsibilities:

- A. The supervisor is responsible for overseeing the work product and ensuring appropriate records access or other program elements of individuals serving the District as volunteers.
- B. Volunteers have no authority to bind the District and must not make any representations that they are employees or agents of the District.

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- C. Volunteers must follow District policies prohibiting discrimination and harassment and maintain the same strict confidentiality regarding services and information obtained by the volunteers as is expected of any District regular employee. All documents and other material generated by volunteers are property of the District.
- D. Volunteers must report all incidents or accidents to their immediate District staff supervisor. An incident report and a Workers' Compensation Benefits Claim are to be completed by District staff for each accident/incident.

### 3150.7 Guidelines:

- A. A personnel file will be maintained by the District.
- B. Individuals are subject to all District and departmental policies and procedures.
- C. Individuals participating in a District program are eligible for District provided equipment if necessary for the safety of the individual.
- D. The District may provide uniforms or similar clothing or protective gear.
- E. With proper training and licensing, individuals may drive District vehicles when authorized to do so, subject to appropriate policies and procedures.
- F. Individuals may be eligible for per diem, travel or training expense reimbursement based on District or departmental approval.
- G. Individuals are provided worker's compensation coverage. The names of all individuals need to be filed with the District at least quarterly to ensure coverage. The Worker's Compensation benefit to be provided to volunteers shall be limited to the benefits provided by State law and shall not include any additional benefits as may be provided by the District to its employees.
- H. Volunteers must sign a service agreement with the District prior to their appointment as a volunteer.
- I. Volunteers are subject to Administrative Leave at the discretion of the General Manager.