



155 F Road Loxahatchee Groves, FL 33470

Agenda Item # 10

TO: Town Council of Town of Loxahatchee Groves

FROM: Town Attorney's Office

VIA: Francine L. Ramaglia, Town Manager

DATE: May 2, 2023

SUBJECT: *Consideration of Resolution No. 2023-39 adopting Volunteer Policy and Procedures*

Background:

Town Council has expressed the desire to establish a volunteer program. The program generally allows individuals over the age of 16 to volunteer service hours for civic purposes without compensation. Pursuant to Florida Statute, volunteers will need to be covered by the Town's Workers' Compensation insurance program.

The proposed Volunteer Policy and Procedures provide a basic framework to ensure staff and volunteers understand the parameters applicable to volunteer service. The proposed Volunteer Policy and Procedures contemplate that:

- Volunteers will be at least 16 years old
- Volunteers are not guaranteed any hours, but shall not perform more than 20 hours of service in any week
- Volunteers shall not displace regularly employed workers or perform work otherwise performed by regular employees
- Volunteers are protected from harassment and discrimination and are prohibited from engaging in similar misconduct
- Volunteers will be subject to the Town's background screening process
- Volunteers may utilize the Americans With Disabilities Act Grievance Procedure required by Title VII of the ADA
- Volunteers are prohibited from operating Town equipment that requires a license or skill such as motor vehicles, trucks, tractors, mowers, loaders, graders, excavators, table saw, hedge trimmer, etc.
- Volunteers are subject to the Town's Drug Free Workplace policy



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Additionally, a volunteer application has been prepared for use with the volunteer program.

Recommendation:

Move that Town Council adopt ***Resolution No. 2023-39*** adopting the Volunteer Policy and Procedures.