

**EXHIBIT A**

**CITY OF EAGLE  
VOLUNTEER POLICY**



**RESOLUTION 23-05**

**ADOPTED**

**By City Council**

**Approval date:**

**Effective date:**

## **Introduction:**

Eagle's volunteers continue to make this City a better place to live by assisting with programs and projects that enrich the quality of life for our community. Eagle recognizes all volunteer contributions which make our community stronger and more vibrant.

The City encourages everyone to explore available opportunities. The goal is to place individuals in positions that will provide opportunities for success. This means that candidates will be matched to volunteer positions based on the skills and personality necessary for each position.

This policy outlines what to expect when making a commitment to volunteer for the City of Eagle. When the City of Eagle ("City") is referenced in this Volunteer Policy ("Policy") it means all Departments of the City of Eagle.

This Volunteer Policy and its contents supersedes and replaces all previous policies, except as otherwise provided herein, and any representations made prior to its issuance, whether such were verbal or written, implied or expressed, or otherwise stated/given, even if such prior representation covered areas not addressed in this policy.

A volunteer is an individual or group of individuals who provides their time, talent and abilities to performs tasks at the direction and on behalf of the City, who serve without compensation or expectation of compensation. The City does not recognize paid volunteers.

Volunteers shall not be considered "employees" of the City. These policies do not constitute, either implicitly or explicitly, a binding contractual or personnel agreement.

This is not an employment relationship, and the volunteers are under no obligation to provide time, duties or resources, other than what they choose to freely provide.

The Mayor and the City Council reserve the exclusive right to change any of these policies at any time and to expect adherence to the changed policy.

## **Purpose:**

The purpose of this Policy is:

- To establish a policy for facilitating volunteerism and connecting volunteers with community groups and organizations with a variety of service opportunities within the City.
- To help effectively engage volunteers to meet the City's visions, missions and values.

## **Right to Reject Services:**

The City reserves the right to limit the use of volunteers, adjust the hours of any volunteer and to reject services, if its sole discretion deems fit, in order to best achieve the City's public purpose and policy.

Grounds for declining volunteer services or discontinuing the utilization of a volunteer may include, but are not limited to:

- Unacceptable background check results.
- Gross misconduct or insubordination, including failure to follow City policies and procedures.

- Suspicion of being under the influence of alcohol or drugs.
- Misuse or theft of City owned equipment, materials, or property.
- Mistreatment of the public, fellow volunteers, or City staff.
- Failure to satisfactorily perform assigned tasks and duties.

**Recruitment & Management of Volunteers and Recruitment Process**

The recruitment processes are intended to allow equal access to opportunities. The City will offer a variety of volunteer opportunities. It is the responsibility of the volunteers to assess their skills and capabilities to perform said tasks.

What volunteers can expect from the City:

- Provided instruction and guidance for the assigned tasks.
- To be treated with courtesy and respect.
- To be receptive to suggestions and concerns from volunteers.

**Volunteer Process:**

Individuals or groups wishing to provide their time shall complete a Volunteer Interest form and Liability Waiver.

To comply with laws and for the safety of all program participants and residents, volunteers who will be working directly with minors or vulnerable adults, as well as volunteers with positions involving sensitive and/or confidential information, shall be required to undergo a criminal background check, prior to beginning volunteer work. Volunteers will be notified if their position requires a background check and shall complete a Consent Background Check form.

The City may accept volunteers requiring Court Ordered Community Service. Court Ordered Community Service volunteers are required to be interviewed prior to being accepted for service.

**Grounds for Disqualification/Dismissal of a Background Check:**

An applicant shall be denied if:

1. Investigation of such application or application materials reveals that provided information is invalid, false, or incomplete;
2. The applicant has been convicted of:
  - (a) A violation of any provision of this section within the five (5) years preceding the date of submission of a Liability Waiver.
  - (b) Reckless driving, eluding a police officer, racing, and/or failure to carry insurance within the five (5) years preceding the date of submission of a Liability Waiver.
  - (c) A misdemeanor charge of driving under the influence of alcohol or drugs within the five (5) years preceding the date of submission of the application, or a felony charge of driving under the influence of alcohol or drugs within the ten (10) years preceding the date of submission of a Liability Waiver.
  - (d) Any misdemeanor charge involving theft or fraud within the five (5) years preceding the date of submission of the application, or any felony charge of theft or fraud within the

fifteen (15) years preceding the date of submission of a Liability Waiver.

(e) A misdemeanor charge of battery, assault, domestic battery or assault, telephone harassment, stalking, or violation of a protective order within the five (5) years preceding the date of submission of the application, or a felony charge of battery, assault, domestic battery or assault, telephone harassment, stalking, or violation of a protective order within the ten (10) years preceding the date of submission of a Liability Waiver.

(f) Any crime involving, or related to, firearms or other weapons.

(g) Any crime involving, or related to, a child or children, elderly persons, and/or other vulnerable persons.

(h) Any crime involving, or related to, prostitution, indecent exposure, obscene conduct, or other sexual conduct or activity.

(i) Any crime involving, or related to, drugs or illicit substances.

(j) Murder; manslaughter; rape; kidnapping; robbery; arson; fraud; or manufacturing, delivery, or trafficking drugs or illicit substance(s).

(k) Any crime resulting in the requirement by any law or legal order that the applicant register as a sex offender.

If an individual is determined eligible to volunteer for the City and is later arrested, indicted, have charges pending or convicted of a crime, they are required to notify the City. The volunteer will be immediately removed from their position until final adjudication of their case.

Failure to notify the City, arrests, indictment, pending criminal charges or convictions will result in the volunteer being immediately removed from all their duties and will be ineligible for volunteering for a minimum of twelve (12) months beginning on the date the failure to notify was discovered.

A volunteer may be released at any time. The City reserves the right to request that a volunteer depart immediately.

**Minors:**

If a parent or legal guardian wishes for their minor child to volunteer for the City, they must complete and submit a Volunteer Minor Consent Release Agreement and a Liability Waiver. Background checks for minors may be required if working directly with children, vulnerable adults or sensitive information.

Volunteers who are fourteen (14) years of age and under must be accompanied by a parent or legal guardian during their service. Volunteers who are fifteen (15) years or older may provide service without the presence of a parent or legal guardian.

Volunteers who are minors may only work during non-school hours during times of the year when school is in session, unless a written release giving the consent of their school or home school is obtained. The City shall comply with Idaho Department of Labor Guidelines.

### **Volunteer Guidelines:**

Volunteers are bound by the rules contained in this Volunteer Policy.

Volunteers are recognized by the public as representatives of the City and shall be guided by the same work and behavior codes as City employees.

Volunteers have no authority to enter into contracts, whether oral or written with vendors, suppliers, merchants and/or members of the general public on behalf of the City of Eagle.

Volunteers will not hold themselves out to the public as having authority to legally bind the City of Eagle.

Volunteers are covered by the City of Eagle Worker's Compensation Insurance.

Volunteers may be asked to work on projects that are supportive of staff efforts. Volunteer opportunities are not guaranteed but are available based on current needs of the City.

Volunteers are required to record their hours of service on a "Volunteer Sign In & Sign Out Log."

The City has the right to decline volunteer services at any time, for any reason.

### **Attendance and Punctuality:**

Volunteers are expected to always be prompt and on time in reporting for their assignment. When unforeseen circumstances arise, it is up to the volunteer to notify the City about being late or to give advance notice of the need to be excused. Failure to provide advanced notice of unavailability or tardiness may result in dismissal of volunteer services from the individual.

### **Confidentiality:**

Private, sensitive or confidential information discussed or handled within the course of a volunteer assignment must be kept strictly confidential and is not to be shared.

Any question about what information is appropriate to release or discuss should be communicated between the volunteer and the City.

### **Community Relations:**

Volunteers act as ambassadors for the City and shall conduct business with City and the public in a friendly and courteous manner. If the volunteer is unsure how to answer a question from a member of the public, they should contact a city staff member for direction.

### **Dress Code:**

Attire must be clean and non-offensive and not interfere with personal safety in the work environment. For safety reasons, clothing requirements may be identified for specific duties assigned.

If issued an ID badge, nametag or identifying t-shirt, it shall be worn at all times while volunteering.

### **Safety:**

Volunteers should be alert at all times, follow safety precautions and be aware of hazards. Unsafe conditions should be reported to City Personnel. Volunteers are not allowed to operate power tools, machinery or City vehicles.

**Alcohol & Drug Free Workplace:**

Any volunteer who uses, brings, possess or is suspected of being under the influence of alcohol or any form of narcotic, drug or hallucinogen, except prescribed drugs under the direction of a physician, is subject to immediate dismissal.

In addition, any volunteer who transfers, sells or attempts to sell drugs on City property or while on City business, at any time, is subject to immediate dismissal and possible criminal charges under applicable laws.

**Harassment:**

All volunteers have a right to work in an environment free from all forms of discrimination and conduct that can be considered harassing, coercive or disruptive.

Consistent with the City's respect for the rights and dignity of each volunteer, harassment based on race, color, religion, sex, national origin, age, disability or any characteristic protected by law, will not be sanctioned or tolerated.

Furthermore, any volunteer witnessing acts of harassment or discrimination should immediately report it to their assigned City Personnel.

**Personal Use of City Property:**

Personal use of City property by volunteers is not allowed and will result in dismissal. Personal use includes, but is not limited to, borrowing power tools and hand tools, equipment, supplies, City vehicles, trailers, generators, books and unauthorized duplication of City keys.

**Theft/Property Loss:**

Theft of any kind will not be tolerated and is grounds for dismissal. Removal of City property for personal use is considered to be unauthorized use of or the taking of City property. The crime of theft is subject to prosecution.

**Adherence To All Laws and Rules:**

All volunteers shall adhere to all applicable federal, state and City rules and regulations.

**END OF POLICY**