

ADOPTED BY NEW MEADOWS RESOLUTION #279–2022

April 25, 2022

CITY MISSION STATEMENT

“To provide citizens with a safe and clean community as we develop a vibrant, diverse economy together. Through coordinated and collaborative planning, we will utilize proactive means to provide effective, safe and fiscally responsible municipal programs and services while building and maintaining infrastructure of adequate capacity to accommodate present and future needs.

With the overall health of each resident in mind, we will maintain an open and honest government as we plan for the future while preserving, protecting and enhancing our legacy.”

VOLUNTEER MISSION STATEMENT

The City of New Meadows is a proud and proactive team committed to innovation and leadership through the provision of volunteer services enhancing the quality of life in our community.

DEFINITION OF VOLUNTEER

Volunteers are individuals or organized community groups who perform services for the City of New Meadows without compensation. Volunteers serve **“at-will” and are not considered employees** of the City. The City has the discretion to dismiss a volunteer at any time with or without cause and without prior notice or due process.

TYPES OF VOLUNTEERS

Volunteers can be individuals or organized community groups. Volunteers assist City employees with programs, special events, and services projects, and serve on various boards and committees. Volunteers may serve for a single event, or on a continual basis throughout the year.

The City has three levels of volunteers that are referred to as General, Continued Contract, and Public Works. All levels of volunteers, pertain to individual citizens or a group of citizens who wish to volunteer their services to the City.

Below are the specific definitions that differentiate between General, Continued Contract, and Public Works volunteer(s) of service.

A. **General** Volunteer of Service:

- a. Assist with City events or general business. Individual or organized groups can sign up per event or designated tasks with no supervision needed. Volunteers

or organized groups aid the city for the duration of the event or designated tasks.

B. **Continued Contact** Volunteer of Service:

- a. Work with or around minor children or individuals with disabilities and are **not supervised** by a City employee, and are **not working in the presence of the parent or adult guardian** of the minor child or the individual with a disability on a continued time basis.
- b. Are required to pass a background investigation in accordance [insert parameters set forth by City of New Meadows background ordinance/policy]

C. **Public Works Volunteer** of Service:

- a. Work on designated projects assigned and managed by a City employee.
- b. Volunteer work may include:
 - i. Operating heavy equipment
 - ii. Using both City owned or volunteers' personal tools, vehicles, and equipment to complete assigned tasks.
- c. Public Works volunteers must provide valid documentation pertaining to licensing and insurance to operate specific heavy equipment and vehicles.
- d. Public Works Volunteers may work on projects without supervision, but **do not have permission** to make decisions regarding project(s) without prior approval from assigned managing City employee.

AGREEMENT BY VOLUNTEER:

Date: _____

I, _____ agree to sign up as a

_____ Volunteer of Service. I understand my services to the City of

New Meadows as in accordance with the following:

1. I will offer my services with no expectation of pay, benefits or other privileges of employment of any kind. I certify that I have not been given promises and have no expectation that I will receive a paid position as a result of my volunteer work.
2. I understand that placement into volunteer positions are at the sole discretion of the City of New Meadows. Accordingly, my volunteer assignment/service may be withdrawn or terminated at any time.
3. My volunteer service will not confer on me the status of a City employee, while acting within the scope of this Agreement.
4. I certify that I have been given and have read the City of New Meadows Volunteer Guidelines. I understand my job duties and the potential hazards/risks that are involved, if any, for this volunteer position. I understand it is my responsibility to be aware of my physical condition and I will not engage in physical activity that are beyond my capabilities. I will notify my volunteer coordinator/supervisor of any significant change in my ability to do the work. If special skills are required for this project, I acknowledge I have been appropriately informed of the required tasks.
5. I grant the City permission to use my image in any and all publicity, advertising, and other materials, including websites and other electronic forms, or any other uses the City may deem proper. I waive any right to payment, royalties or any other consideration for use of the image in perpetuity.
6. If I drive a personal vehicle to and from a volunteer project, I certify that the vehicles are properly insured as required by the Idaho State Law.
7. I understand and agree that the City is not responsible for any of my personal property that is lost, damaged or stolen while I am participating as a volunteer.
8. As the parent, guardian, or supervising adult of the applying volunteer (if under the age of 18) I have read the City of New Meadows Volunteer Guidelines, agree to all the City's Volunteer Policies on his/her behalf, and grant permission for my child or ward to perform volunteer services for the City. I will keep informed of any changes in the City's Volunteer Policy that may affect his/her service or changes to his/her requirements.

9. If representing a group, it is my responsibility to ensure all group members are given access to the City of New Meadows Volunteer Guidelines and are informed of the City's Volunteer Policies. By agreeing to the City's Volunteer Policies, I acknowledge that I have informed all volunteers from our group the City's Volunteer Guidelines and Policies, and they have all agreed to the City's policies as a prerequisite of their volunteer services. It is my responsibility to keep my group's membership informed of any changes to the City's Volunteer Policies or changes to their service requirements.

Print Name: _____ Date: _____

Signature: _____

If Under 18, Signature of Parent or Guardian: _____

VOLUNTEER HANDBOOK

VOLUNTEER POLICIES AND GUIDELINES:

The purpose of this handbook is to provide all volunteers with general information relating to personnel rules and general obligations. This handbook applies to all volunteers.

The manual is intended to be used as a guide. There may be occasions when the City must change the rules or give current rules a different interpretation than previously made. The City of New Meadows has the right to modify policies, both written and unwritten, as business requires.

This manual is not a VOLUNTEER contract and both the VOLUNTEER and the City understand that this handbook may be changed with notice to the VOLUNTEER.

This manual and its contents supersede any representations made prior to its issuance, whether such were verbal or written, implied or expressed, or otherwise stated / given, even if such prior representations covered areas not addressed in this guide.

VOLUNTEER POLICIES:

All selection of volunteers and all volunteer decisions, including classification, transfer, discipline and discharge, will be made without regard to race, religion, sex, age, national origin, or non-job-related disability, or any other characteristic protected by law. No job or class of jobs will be closed to any individual except where a mental or physical attribute, sex or age is a bona-fide occupational qualification.

THE ORGANIZATION FOR WHICH YOU VOLUNTEER

- A. The City of New Meadows is a political subdivision of the state of Idaho, though it is not a part of state government.
- B. The City Council serves as the governing body of the City, carrying out local legislative duties and fulfilling other obligations as required by law. The City Council is the general policymaker for the City and has primary authority to establish terms and conditions of volunteer services with the City.
- C. The Mayor may appoint personnel to help carry out volunteer project responsibilities. As with all elected public officials, the Mayor and City Council are ultimately responsible to the voters of the City of New Meadows.
- D. Each volunteer should recognize that although he/she may serve as a volunteer supervised by the Mayor or department head, he/she remains an volunteer of the City, and not an volunteer of the official who supervises his/her work.

- E. The terms and conditions set forth in this Policy, and in the resolutions and policy statements that support it, cannot be superseded by any other official, without the express written authorization of the City Council.

VOLUNTEER GUIDELINES:

Volunteers are bound by the rules contained in this Volunteer Policies and Guidelines document.

Volunteers recognize they are representing the City of New Meadows 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 New Meadows.

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

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

Confidentiality:

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

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

Community Relations:

Volunteers shall conduct business with the 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 directions.

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.

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 of the State of Idaho.

Right to Reject Service:

The City of New Meadows reserves the right to limit the use of volunteers, adjust the hours of any volunteer work 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 Volunteer Policies and Guidelines.
- Suspicion of being under the influence of alcohol or controlled substances.
- 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.

Volunteers should and can raise concerns and make reports without fear of retaliation. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of services.

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 of 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.