

## City of New Meadows

### Volunteer Policy

#### Resolution TBD-2025

#### CITY MISSION STATEMENT

To create a proactive team committed to enhance the quality of life in our community, by providing opportunities for individuals and groups to partner with the City of New Meadows to meet our present needs and future goals.

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

The City has three levels of volunteers: General, Continued Contract, and Public Works. All Volunteers will be defined in one of these categories.

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

##### A. General Volunteer:

- a. Assist with City events or general city business. Individual or organized groups can sign up per event or be assigned designated tasks with no supervision needed.
- b. City staff will notify volunteers of dates and times when services are requested.
- c. If under the age of 18, a Volunteer Agreement must be signed by parent or legal guardian.

##### B. Continued Contact Volunteer:

- d. Work with or around minor children or individuals with disabilities and are not supervised by a City employee. The volunteer may or may not work in the presence of the parent or adult

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guardian of the minor child or the individual with a disability but such volunteer service is on a continued basis.

- e. Must sign a Sexual Abuse and Molestation Policy agreement.
- f. Must be over the age of 18 years old
- g. Required to pass a background investigation in accordance with City policy.

#### B. Public Works Volunteer :

- a. Work on designated projects assigned and managed by a City staff member or City official.
- b. Must be over the age of 18 years of age.
- c. Volunteer work may include:
  - i. Operating heavy equipment
  - ii. Using both City owned or volunteers' personal tools, vehicles, and equipment to complete assigned tasks within the city.
- d. Must provide valid documentation pertaining to licensing and insurance to operate specific heavy equipment and vehicles.
- e. Public Works Volunteers may work on projects without supervision, but do not have permission to make decisions regarding project(s).

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CITY OF NEW MEADOWS INDIVIDUAL VOLUNTEER AGREEMENT:

Date: \_\_\_\_\_

I, \_\_\_\_\_ agree to serve as a

\_\_\_\_\_ Volunteer. I understand my services to the City of New Meadows will be in

accordance with the following:

1. I offer my services with no expectation of pay, benefits or other privileges of any kind. I certify that I have not been given promises and have no expectation that I will receive payment or any other remuneration 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 classify me as 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 Handbook. I understand my volunteer 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 is beyond my capabilities. I will notify my volunteer coordinator/supervisor of any significant change in my ability to do the work requested. If special skills are required for this project, I acknowledge I have been appropriately informed of the required tasks and believe that I can perform them.
5. If I drive a personal vehicle to and from a volunteer project, I will verify the vehicles are properly insured and licensed as required by Idaho State Law.
6. I understand and agree that the City is not responsible for any personal property that is lost, damaged or stolen while I participate as a volunteer.
7. I hereby agree that the City is not liable for any accident, matter or event that causes or may cause me injury, death and/ or damage while I am serving as a volunteer and to hold the City harmless from any liability for any such accident, matter or event.
8. As the parent, legal guardian of the applying volunteer (if under the age of 18) I have read the City of New Meadows Volunteer Handbook, agree to all the City's Volunteer Policies on their behalf, and grant permission for my child or ward to perform volunteer services for the City. I will stay informed of any changes in the City's Volunteer Policy that may affect their service or requirements.

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

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If Under 18, Signature of Parent or Guardian: \_\_\_\_\_

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. Initials \_\_\_\_\_

CITY OF NEW MEADOWS COMMUNITY GROUP VOLUNTEER AGREEMENT: Date: \_\_\_\_\_

I, \_\_\_\_\_ represent the group known as

\_\_\_\_\_. Our group agrees to serve as a

\_\_\_\_\_ Volunteer. We understand our services to the City of New Meadows will

be in accordance with the following:

1. We offer our services with no expectation of pay, benefits or other privileges of any kind. We certify that we have not been given promises and have no expectation that we will receive payment or any other remuneration as a result of our volunteer work.
2. We understand that placement into volunteer positions are at the sole discretion of the City of New Meadows. Accordingly, our volunteer assignment/service may be withdrawn or terminated at any time.
3. Our volunteer service will not classify us as City employees, while acting within the scope of this Agreement.
4. We certify that all participants in our group have been given and have read the City of New Meadows Volunteer Handbook.
5. Group members understand that volunteer duties and the potential hazards/risks that are involved, if any, for this volunteer position. Each group member understands it is their responsibility to be aware of their physical condition and we will not engage in physical activity that is beyond our capabilities. We will notify our volunteer coordinator/supervisor of any significant change a group member's ability to do the work requested. If special skills are required for this project, we acknowledge that group members have been appropriately informed of the required tasks and believe that they can perform them.
6. If any group member drives a personal vehicle to and from a volunteer project, they will verify the vehicles are properly insured and licensed as required by Idaho State Law.
7. We understand and agree that the City is not responsible for any personal property that is lost, damaged or stolen while we participate as a volunteer.

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8. I understand that each group member who will be volunteering must sign a waiver of liability which states they agree to the contents of the City's Volunteer Handbook and will abide by them. Those forms must accompany this agreement.
9. I hereby agree that the City is not liable for any accident, matter or event that causes or may cause me injury, death and/ or damage while serving as a volunteer and to hold the City harmless from liability for any such accident, matter or event.
10. I understand 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: \_\_\_\_\_

**CITY OF NEW MEADOWS VOLUNTEER HANDBOOK**

**VOLUNTEER POLICIES AND GUIDELINES:**

The purpose of this handbook is to provide all volunteers with general information relating to 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,

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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.

#### 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 city staff to help carry out volunteer project oversight.
- D. Each volunteer should recognize that although he/she may serve as a volunteer supervised by the Mayor or city staff, he/she remains a volunteer of the City of New Meadows and is not a volunteer of the city staff City of New Meadows
- E. The terms and conditions set forth in this Policy, and in the resolutions and policy statements that support it, cannot be changed, without the approval of the City Council.

#### **VOLUNTEER GUIDELINES:**

Volunteers are bound by the rules contained in this Volunteer Handbook document.

Volunteers recognize they will be held to the same ethical and behavior guidelines as city staff.

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 represent 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.

#### **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 guidance.

#### **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:**

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Volunteers should be alert at all times, follow safety precautions and be aware of hazards. Unsafe conditions should be reported to City staff.

#### **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 that would create a safety issue or impair their judgment is subject to immediate dismissal.

In addition, any volunteer who transfers, sells or attempts to sell illegal substances while volunteering for the city, 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 Handbook.
- 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.
- Time frame of project has changed.
- Volunteer efforts are no longer needed.

Volunteers should and can raise concerns and make reports of violations of city policy without fear of retaliation.

#### **Harassment:**

All volunteers have a right to serve 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 oversight.

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**Personal Use of City Property:**

Personal use of City property by volunteers is not allowed and will result in termination of volunteer service. 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 will result in termination of volunteer service. 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.

NOW THEREFORE BE IT RESOLVED by the Mayor and Council of the City of New Meadows, that Volunteer Policy in its amended form be hereby adopted and in full force after its passage and approval.

DATED this 13<sup>th</sup> day of May, 2025.

City of New Meadows, Adams County, Idaho

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Julie A. Good, Mayor

ATTEST: \_\_\_\_\_  
Kyla Gardner, City Clerk