

RESOLUTION NO. 482

A RESOLUTION OF THE CITY OF UNIVERSITY PLACE, WASHINGTON,
AMENDING THE CITY'S VOLUNTEER POLICY BY AMENDING CHAPTER 3.05 OF
THE PERSONNEL POLICIES AND PROCEDURES, POLICY NO. 4.01 AND
REPEALING THE ADOPT-A-STREET/PARK POLICY, POLICY NO. 5.04

WHEREAS, the City's Adopt-a-Street/Park Policy and the volunteer policy, at Chapter 3.05 of the City's Personnel Policies and Procedures contain overlapping provisions; and

WHEREAS, the City's insurance provider, Washington Cities Insurance Authority, made recommendations in 2004 for minor amendments and updates to the City's volunteer policies; and

WHEREAS, the City Council wishes to encourage volunteerism and civic participation in its youth by allowing younger volunteers to participate in certain limited volunteer activities; NOW THEREFORE,


BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF UNIVERSITY PLACE, WASHINGTON, AS FOLLOWS:

Section 1. Amending Policy 4.01, Personnel Policies and Procedures. Policy 4.01, the City's Personnel Policies and Procedures, is hereby amended by replacing the existing language in Chapter 3.05, Volunteers, with the language set forth in Exhibit A, attached hereto and incorporated by this reference.

Section 2. Repeal Policy 5.04, Adopt-a-Street/Park Policy. Policy 5.04, Adopt-a-Street/Park Policy, is hereby repealed.

Section 3. Effective date. This resolution shall take effect immediately upon adoption.

ADOPTED BY THE CITY COUNCIL THIS 11th DAY OF APRIL 2005.


Ken Grassi, Mayor

ATTEST:


Sarah Ortiz, CMC, City Clerk



City of University Place
Community Services Department
Human Resources
Division

Volunteer Policy

(taken from Section 3.05 of the Personnel Policies Manual)

3.05 VOLUNTEERS

I. Purpose:

The City recognizes the advantages of utilizing the rich skills and talents of the community and the Community's desire to enhance their way of life. Our objective is to utilize these individuals and organizations to benefit the community. Projects and services, which would not usually be available due to excessive costs, can be provided in a professional manner through the use of volunteers. It is also our objective to provide these projects and services without adding undue or unnecessary liability to the citizens of the City. This policy creates a framework under which citizens and citizen groups can contribute to the City by volunteering their skills and talents to any of a number of City programs.

All volunteers and organizations volunteering on behalf of the City must conduct themselves in a safe, appropriate and legal manner and act in accordance with City policies as well as the procedures outlined below.

II. Scope of Volunteer Service: A scope of volunteer service description will be provided to volunteers and/or organizations. The scope of service will identify the policies and procedures for each project and will include the following:

- a. Duties of the work assigned,
- b. Supervision responsibilities and requirements,
- c. Any necessary training and orientation,
- d. Personal protective equipment (to be provided),
- e. Contact information for responsible City staff member, and
- f. Any other relevant information

Liability Coverage: The City is self-insured through the Washington Cities Insurance Authority (WCIA) for comprehensive liability coverage. Volunteers working within the scope and on behalf of the City have liability coverage as provided under the WCIA Coverage Document. Liability insurance is not medical insurance.

All organizations performing volunteer services shall provide proof of Commercial General Liability coverage or an equivalent in an amount of not less than \$1,000,000 per occurrence, naming the City as an additional named insured. All organizations must sign a waiver holding the City harmless for any injuries and claims of any kind resulting from their actions, and provide necessary supervision for the project.

Personal Injuries: Except for one-day project volunteers and City Council-appointed commission or committee members, all volunteers must submit semi-monthly time sheets. Failure to do so will result in separation from volunteer service with the City. One-day volunteers are not required to submit time sheets; nevertheless, each month, the designated supervising staff member must estimate and report the one-day volunteer hours to the Finance Division. Department supervisor and the Finance Division must record all volunteer worker hours.

The City provides State Labor and Industries (Workers' Compensation) coverage for volunteer workers. Workers' Compensation covers medical injuries incurred by the volunteer when the injury occurs while the volunteer is working for the City. It does not cover any time lost if the volunteer cannot work their regular job due to an injury from volunteering for the City, nor will it cover any permanent injuries.

Age of Volunteer: Youth under 14 years old may be permitted to volunteer for certain community projects at the discretion of the City Manager or designee, depending on the scope of the volunteer activities. Volunteers under 14 years old must be accompanied by a parent or guardian during volunteer activities or must have submitted a signed parental consent and hold harmless agreement to the City for participation in the volunteer activities.

Supervision: Appropriate supervision shall be provided by the City as necessary when individual volunteers are utilized. When organizations volunteer services, the organization shall provide adequate supervision of their members and the City shall provide overall supervision of the project.

The City shall provide training and informational brochures to leaders of volunteer groups on safety procedures, including proper handling of potentially hazardous materials.

Personal Protection: The City shall provide, and volunteers are required to use, personal protective equipment as appropriate for the scope of work and identified by the Washington Industrial Safety and Health Act and WAC 296.24. All volunteers requiring personal protective equipment shall be provided adequate training in its proper use and care. The staff member performing this training shall provide documentation to the Human Resources Manager. At no time shall a volunteer be allowed to operate City owned heavy equipment, power tools, or other potentially hazardous equipment or work in a hazardous area.

Use of City Vehicles: Volunteers may not drive City vehicles. Unless specifically authorized in writing and in advance, volunteer duties do not include the commute to, from, or between job sites.

Termination of Volunteer Service: The City and/or the volunteer may terminate volunteer service at any time without cause.

Background Checks: As required in RCW 43.43.834 all persons potentially having regularly scheduled unsupervised contact with children or the handicapped will have to complete a background check for history of abusive and/or sexually deviant behavior or other crimes of violence. In addition, if volunteers are performing court ordered community service, the volunteer is required to disclose the nature of the infraction or offense for which they are serving. The City reserves the right to check references for any or all potential volunteers.

Documentation of Training: The City shall provide volunteers with adequate instruction and/or training, and training records identifying specific training provided, instructor, and any testing results. Attendance sheets will be maintained for a minimum of three years. These records will be provided to the Human Resources Manager upon completion of training.

Waivers: Organizations providing volunteer service should sign "Agreement Regarding Organizational Service with the City," including agreement to defend, indemnify and hold the City harmless for any claims or lawsuits that arise out of their activities. All organizational volunteer service agreements must be reviewed and approved by the City Attorney.

Individual volunteers should sign "Agreement Regarding Individual Volunteer Service with the City." Short-term volunteers should sign the "Volunteer Release" form or the "hold harmless" paragraph in the volunteer application.

Adopt-a-Street/Park Volunteers: Volunteer groups may "adopt" a section of a City street or park, and agree to improve it through litter pick-up, maintenance, painting, and other manual labor. Adopt-a-Street/Park volunteers must comply with all policies and procedures set forth in this Chapter. In addition, all participants must sign a waiver and release form. The volunteer organization must sign an Adopt-a-Street/Park Agreement approved by the City Attorney.