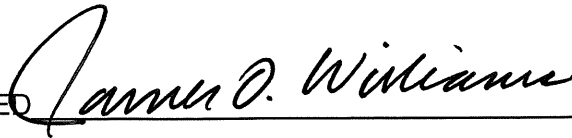


APPROVED



VOLUNTEER POLICY FOR INDIVIDUALS

I. GENERAL

The Borough encourages and welcomes volunteers. Volunteers contribute to the achievement of Borough goals and objectives.

II. PURPOSE

The purpose of this policy is to define the use and service of volunteers in Borough operations/functions.

III. RESPONSIBILITY

- A. Each department director shall ensure that the procedure set forth in this policy is followed by their department staff in a consistent manner.
- B. Compliance with this policy is the responsibility of all Borough employees.
- C. Human Resources shall maintain this policy.

IV. POLICY

- A. It is the goal of the Fairbanks North Star Borough (FNSB) to encourage and welcome volunteers to contribute to the achievement of Borough goals and objectives. Volunteers/Interns should have no expectation of employment and should not presume any guarantee of employment after the internship or volunteer activity concludes.
- B. The Borough will not use volunteers in place of budgeted regular positions or to circumvent the hiring/budgeting of permanent positions.
- C. This policy does not apply to Service Area Commissioners or volunteers of entities contracted by the Borough to provide fire or emergency medical services.

V. PROCEDURE

- A. Due to the extensive amount of training required and the issue of accountability, volunteers generally do not staff public service areas directly, work with confidential data, or operate large, complex equipment.
- B. With respect to disabled persons and veterans, the Borough will make reasonable accommodations in all aspects and conditions of volunteering and services; to the extent such accommodations do not create undue hardship in the regular conduct of the Borough functions.
- C. Former Borough employees who have separated from the Borough with an "ineligible for rehire" status will not be accepted as volunteers. It is the department's responsibility to verify this status with the Human Resources Department prior to making a volunteer assignment.
- D. In general, regular (paid) Borough personnel will supervise and train volunteers.

- E. Volunteers are expected to comply with established Borough policies and procedures.
- F. Current Borough (nonexempt) staff cannot volunteer in a capacity similar to the work that is performed for the borough on an employment basis.
- G. Department Responsibilities:
 - 1. Define the purpose and scope of the department's volunteer program.
 - 2. Establish a volunteer coordinator (at supervisor or management level) to manage the department's volunteer program.
 - 3. When considering a volunteer, the physical demands of the position must be considered and a volunteer evaluated to determine if they can perform the functions required with or without an accommodation.
- H. Volunteer Coordinator Responsibilities:
 - 1. Assess the need for volunteers. Update the list attached to the Volunteer Application of available opportunities based upon department Director recommendation and after consultation with the Human Resources Director.
 - 2. Develop viable sources of volunteer applicants.
 - 3. Accept, screen, and maintain all volunteer applications.
 - 4. Match duty requirements to individual skills, talents, physical capabilities, and interest.
 - 5. Assign volunteers.
 - 6. Ensure volunteers receive adequate supervision and training.
 - 7. Establish and maintain record-keeping procedures.
 - 8. Establish a method of evaluating volunteer performance, handling volunteer complaints, and terminating volunteer assignments.
 - 9. Organize recognition events and activities for department volunteers.
- I. Interns are a specific type of volunteers that typically have performance goals and require supervisory oversight and reporting. Unless specifically advertised via a position announcement, interns are considered non-paid volunteers. The Volunteer Coordinator will be responsible for ensuring that the specific school requirements are met.
- J. The Human Resources Department is responsible for coordinating placement of other types of job shadow, on the job training, and training placements through programs such as Soldier for Life. Contact the Human Resources Director if you are interested in placement under these types of programs.
- K. All questions of liability and volunteer safety should be referred to the Risk Management department.

VI. SUPPLEMENTAL INFORMATION

A. References

1. Alaska Statute 12.55.055 – Court ordered community work.
2. Alaska Statute 23.30.237 – High school students in work-study programs
3. Personnel Ordinance, Chapter 2.32

B. Definitions

1. In accordance with AS 23.30.237, “an individual who is enrolled for credit at a public high school in a course that combines academic instruction with work experience outside the school for a public or private non-profit employer is an employee of the state for the purposes of this chapter while the individual is performing the work experience”.
2. Volunteer: a person who performs or gives services of his own free will and is not compensated for time and effort.
3. Volunteers will be covered under the Borough’s Workers’ Compensation program when required by law.

C. Attachments – Individual Volunteer Application

D. Revision History

Supersedes Policy No.	Effective Dates:
65.21	09/01/05
65.21	08/10/16