

# **Town of Briarcliff Acres Volunteer Policy**

## **I. Overall Policy on Utilization of Volunteers**

The achievement of the goals for the Town of Briarcliff is best served by the active participation of citizens of the community. To this end, the Town of Briarcliff accepts and encourages the involvement of volunteers within all appropriate programs and activities. The Town of Briarcliff will encourage the creation of meaningful and productive roles in which volunteers might serve and will also assist in recruitment of volunteers from the community.

## **II. Purpose of Volunteer Policies**

The purpose of these policies is to provide overall guidance and direction to staff and volunteers engaged in volunteer involvement and management efforts. These policies are intended for internal management guidance only, and do not constitute, either implicitly or explicitly, a binding contractual or personnel agreement. The Town of Briarcliff reserves the exclusive right to change any of these policies at any time and to expect adherence to the changed policy.

## **III. Definition of Volunteer**

A ‘volunteer’ is anyone who, without compensation or expectation of compensation beyond preapproved reimbursement for appropriate and applicable expenses, performs a task at the direction of and on behalf of the Town of Briarcliff. A ‘volunteer’ must be officially accepted by the Town of Briarcliff prior to performance of the task. Volunteers are not to be considered as ‘employees’ of the Town of Briarcliff.

## **IV. Volunteer Rights and Responsibilities**

Volunteers are viewed as a valuable resource to the Town of Briarcliff. Volunteers shall be extended the right to be given meaningful assignments, the right to be treated as equal co-workers, the right to effective supervision, the right to full involvement and participation, and the right to recognition for work done. In return, volunteers shall agree to actively perform their duties to the best of their abilities and to remain loyal to the goals, policies, and procedures of the Town of Briarcliff.

## **V. Service at the Discretion of the Town of Briarcliff**

The Town of Briarcliff accepts the service of all volunteers with the understanding that such service is at the sole discretion of the Town. Volunteers who do not adhere to the rules and procedures of the Town of Briarcliff or who fail to satisfactorily perform their volunteer assignment are subject to dismissal. No volunteer will be terminated until the volunteer has had an opportunity to discuss the reasons for possible dismissal with supervisory staff.

## **VI. Representation of the Town of Briarcliff**

Prior to any action or statement which might significantly affect or obligate the Town of Briarcliff, volunteers should seek prior consultation and approval from appropriate staff. Volunteers are authorized to act as representatives of the Town of Briarcliff as specifically indicated within their job descriptions and only to the extent of such specifications.

## **VII. Requirement of a Supervisor**

Each volunteer who is accepted to a position with the Town of Briarcliff will have a clearly identified supervisor who is responsible for the direct management of that volunteer. This supervisor shall be responsible for day-to-day management, and guidance of the work of the volunteer, and shall be available to the volunteer for consultation and assistance.

A volunteer may act as a supervisor of other volunteers, if they have received proper training.

## **VIII. Orientation and Training**

All volunteers will receive general training and information on the nature and operation of the program, event, or activity for which they are recruited, and specific training and information on the purposes and requirements of the position which they are accepting in that effort. Some programs and activities will have mandatory orientation, meetings, and training which the volunteer is expected to attend in order to participate.

## **IX. Confidentiality**

Volunteers are responsible for maintaining the confidentiality of all proprietary or privileged information to which they are exposed while serving as a volunteer, whether this information involves a single staff member, volunteer, client, or other person or involves overall Town of Briarcliff business.

## **X. Dress Code**

As representatives of the Town of Briarcliff, volunteers, like staff, are responsible for presenting a good image to the public. Volunteers shall dress appropriately for the conditions and performance of their duties.

## **XI. Waiver**

All volunteers will be required to sign the Volunteer Waiver of Liability and Release Form in order to be eligible for a volunteer position with the Town. The waiver shall be turned in along with the application.

## **XII. Accidents**

All accidents need to be reported to the volunteer's supervisor or designated Town representative immediately. Volunteers are not covered by Workers' Compensation and must seek medical assistance through their own medical providers at no cost to the Town.

## **XIII. Prohibited Volunteer Services**

(1) Volunteers will not be used in regulation or active law enforcement activities. Volunteers cannot issue citations or carry firearms associated with law enforcement activities; however, they may observe and report problems.

(2) Volunteers will not be used in certain hazardous jobs, such as using power equipment or operating heavy equipment, unless they have completed the appropriate training.

The use of volunteers for other jobs that involve safety considerations must be evaluated on a case-by-case basis, taking into account the volunteer's training to perform such work. Special care must be exercised when utilizing volunteers less than 18 years of age. In these cases, provisions of the Fair Labor Standards Act, as it addresses child labor, apply.

When the analysis requires operational and safety training or equipment, the volunteer will not perform the job until all training is completed, the supervisor knows the volunteer's work capability, the volunteer understands the job and its hazards, and appropriate equipment is supplied.

(3) Volunteers will not collect fees or handle money owed to the Town of Briarcliff Acres.

## **XII. Resignation**

Volunteers may resign from their volunteer service with the Town of Briarcliff at any time. It is requested that volunteers who intend to resign provide advance notice of their departure and a reason for their decision.