

Number: **BP 009**

Authority: Board of Directors
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Dept./Div.: Administration



BOARD POLICY

VOLUNTEER POLICY

ARTICLE 1 PURPOSE

To define a policy and administrative procedures for the management of District volunteers. It is the goal of Ironhouse Sanitary District ("District") to have a volunteer program that will benefit both volunteers and the District.

ARTICLE 2 ADMINISTRATIVE RESPONSIBILITY

The General Manager shall delegate the administration and coordination of volunteers to a District employee of his/her choosing.

ARTICLE 3 APPLICABILITY

This policy applies to District staff and to District volunteers performing services in any part of the District, including, but not limited to, the City of Oakley, Jersey Island, and Bethel Island.

ARTICLE 4 POLICY

The District may authorize the use of volunteers in performing basic tasks for the District, as assigned.

ARTICLE 5 DEFINITIONS

- A. Volunteer: A volunteer is defined as: (1) a non-paid individual who offers services to the District; or (2) an intern who receives academic credit for his/her work but no stipend. A volunteer has no salary, benefits, or labor relations rights a District employee and serves "at the will" of the designated department director.
- B. Administrator of the Volunteer Program ("Administrator"): The Administrator is the District employee who is tasked with oversight and administration of the Volunteer Program outlined herein.

ARTICLE 6 **DISTRICT DUTIES**

6.1 Administrator Duties

The Administrator of the Volunteer Program shall:

- A. Maintain an “open file” of individuals offering volunteer service to the District.
- B. Accept requests for volunteer services from District departments.
- C. Provide a volunteer position description outlining the volunteer responsibilities within the requesting department.
- D. Ensure that all volunteers meet minimum qualifications for placement into District-related assignments.
- E. Process all necessary documents required by the District of volunteers including, but not limited to:
 - i. District application;
 - ii. Driver’s license; and
 - iii. Proof of automobile insurance.
- F. Provide a brief orientation for new volunteers.
- G. Maintain a personnel file on each volunteer working for the District.
- H. Provide an exit interview for out-going volunteers upon request.
- I. Ensure that the departments maintain accurate time cards.
- J. Prepare District volunteer worker identification cards.
- K. Assist departments in the volunteer performance evaluation process.

6.2 Management Duties

The General Manager or his/her designee shall do the following, in coordination with the Administrator:

- A. Ensure that there is a designated Administrator and, if not, designate an Administrator for the program.
- B. Prepare departmental volunteer position descriptions.
- C. Specify any limitations or special requirements for the positions.

- D. Assist in the recruitment of volunteers.
- E. Orient and train new volunteers on District and department policies.
- F. Train new volunteers on their duties.
- G. Delegate an employee to supervise the work of the volunteers.
- H. Maintain accurate time records for volunteer work.

6.3 **Supervision**

The volunteer will be supervised by a department director or his/her designee. Depending on the type of volunteer position and at the discretion of the director, the volunteer may receive the following:

- A. Inter-district development training.
- B. Evaluation of performance and/or skills upon request.

6.4 **Recognition**

The District will recognize its volunteers at least annually. Volunteer recognition activities will be coordinated by the General Manager or his/her designee. The budget for such activities shall be approved by the District Board. Departments are encouraged to recognize their volunteers within budget constraints.

ARTICLE 7 VOLUNTEER QUALIFICATIONS

7.1 **Age**

- 7.1.1 The established minimum age for a District volunteer will be 16, unless specified otherwise in the position description. All youth volunteers under the age of 18 must have written parental permission to volunteer.
- 7.1.2 All District volunteer position requirements will comply with all California and federal Child Labor Laws placing limitations on the hours of employment for minors, specifically:
 - A. Minors under 18 years of age shall be employed for no more than 4 hours on a school day and 8 hours on a non-school day, for a weekly total not to exceed 20hours.
 - B. Minors under 18 years of age shall not be permitted to work before 5:00 a.m. or after 10:00 p.m.
- 7.1.3 Senior citizens and retired persons shall be encouraged to volunteer.

7.2 **Qualifications**

7.2.1 Volunteers must be qualified to conduct the work specified in the description of the volunteer position applied for.

7.2.2 No volunteer shall receive preference for paid District employment positions following volunteer service.

7.3 **Equal Employment Opportunity**

The District is an equal opportunity employer. Volunteer selections will be made according to merit and fitness providing an equal opportunity to all applicants regardless of religious creed, national origin, race, sex, age, physical disability, sexual orientation, or marital status.

ARTICLE 8 PROCEDURES FOR ALLOCATION OF PROVISIONS

While volunteers do not receive monetary compensation from the District for services performed, providing volunteers with certain materials and provisions complements the overall philosophy and operation of the District and supports a robust volunteer program. Providing certain non-monetary provisions also enables volunteers to provide a wider variety of services than would otherwise be possible.

8.1 **Identification**

The Administrator will provide a volunteer identification badge to each volunteer, stating the volunteer's name and that they are a District volunteer. The badge should be worn whenever the volunteer is acting as a District representative.

8.2 **Uniforms, Tools, Equipment, & Vehicles**

In cases where a uniform, tools, or other equipment are necessary for a volunteer's performance of a particular job, the assigned department will issue the necessary items at no cost to the volunteer. All items provided are District Property and are to be returned by the volunteer at the conclusion of their Volunteer service. Volunteers are not permitted to do work that requires the use of a District vehicle.

8.3 **Insurance**

All volunteers will be covered under the District's Workers' Compensation Insurance while on District duty. Names of covered volunteers must be maintained on an official volunteer roster kept by the District Secretary.

8.4 **On-The-Job Injuries**

All injuries and illnesses suffered by a volunteer while working at the District shall be reported to the volunteer's supervisor immediately. The supervisor, upon receiving notice of the accident, shall be responsible for: (1) immediately notifying the Administrator of the accident; and (2) giving the injured volunteer an "Employee Claim for Workers' Compensation Benefits" form within twenty-four hours of receiving notice of the accident. The District shall be responsible for completing an "Employer's Report of Occupational Injury or Illness."

8.5 **Reimbursement**

Volunteers will be reimbursed for pre-approved, out-of-pocket expenses incurred through the course of their work as a volunteer. In addition, if pre-approved, volunteers may claim mileage reimbursement when required to use their personal vehicle for District-related business. When seeking reimbursement, volunteers should use the same forms as those used by District staff.

ARTICLE 9 STANDARDS OF CONDUCT FOR VOLUNTEERS

In securing a mutually beneficial placement, both the District and the volunteer must work together cooperatively. When placed in a volunteer position with the District, a volunteer should do all of the following:

- A. Take responsibility for gaining a clear understanding of job responsibilities through discussions with the assigned department and supervisor;
- B. Abide by the same supervision, rules of conduct, and ethical standards which govern full-time employees;
- C. Fulfill time commitment agreements regularly and promptly;
- D. Respect confidentiality requirements;
- E. Notify the department director or designated supervisor of all time worked, transfer requests, discontinuation of volunteer service, as well as any problems which might necessitate a change in assignment; and
- F. Attend the required training session(s) for the specific position.

ARTICLE 10 DISCONTINUING VOLUNTEER SERVICES

In some cases, a volunteer placement may be made that is not beneficial to either the District or the volunteer. In cases where staff perceives that the placement is unsatisfactory, the following steps should be taken:

- A. The Department Director or designated supervisor should review position responsibilities with the volunteer and emphasize areas in which improvement is needed.

- B. Staff should request assistance from the Administrator in changing the volunteer's duties or reassigning the volunteer to a more appropriate division or position in the District.
- C. The Administrator will be contacted when a department wishes to discontinue the volunteer's service and when a volunteer wishes to discontinue service.
- D. Volunteers will relinquish any and all District-owned property within seven (7) days of departure from District volunteer service.
- E. The appropriate Department will prepare a written summary of the volunteer's contributions and performance upon a volunteer discontinuing his/her service.