

**County of Allegan**  
**Personnel Policy**

**Subject:** Volunteer Service Appointment Process  
**Number:** \_\_\_\_\_

**Date:** 3/27/03  
**Rev:** B

**1. Scope:**

- 1.1 This policy describes the process when appointing volunteers who wish to provide their service(s) to the county.
- 1.2 This policy will apply to all person(s) who are providing volunteer services to the County of Allegan.
- 1.3 Applies to any County of Allegan department head or supervisor who wishes to appoint a person(s) to volunteer their services.

**2. Purpose:**

- 2.1 The purpose of this policy provides guidance to the appointment of person(s) that are willing to volunteer their services without being hired as an employee of the County of Allegan.

**3. Services Provided:**

- 3.1 Each Allegan County department that wants to have volunteer person(s) working within their department must develop a job description that clearly identifies the duties in which a volunteer may be performing.
- 3.2 This job description must be submitted to Human Resource Department so that if a person(s) comes in looking to volunteer services or notices a posting that they can be matched to the right department. No person(s) will be assigned a department until they have followed the "Process for Appointment".

**4. Process for Appointment:**

- 4.1 When an individual wishes to provide a volunteer service to the County of Allegan and knows which department they would like to volunteer for they must first speak to the department head of that department and see if that would be possible or if they are accepting volunteers. If so then they shall continue on with the procedure (4.2) and note on the application the department they are applying for.

If there is not a need or the department is not accepting volunteers then they can continue but note on the application that they will volunteer services "anywhere" that the county is in need of services.

- 4.2 When a person wishes to provide a volunteer service to the County of Allegan he/she must first complete a "Volunteer Service Application" and sign a "Background Research Release". The application and release must be completed and returned to the Human Resources Department before any services can be provided. Human Resource will do an initial check of the applicant from the volunteer master list. If the applicant's name does not appear on the master list, the next step (4.3) may be followed.
- 4.3 That application will be forwarded to the department in which the person wishes to volunteer their services. The department head of that department will review and if he/she wish to use such services he/she will return it back to the Human Resource Department for a background research to be conducted on the individual.
- 4.4 Once the background research is completed the department head will be notified and if that person successfully passes the background check then the department head can proceed with calling the individual and set-up an interview/orientation.

4.5 The background release depth will depend on the position they are going to volunteer for. Each department may require different levels of research due to security and creditable issues. The Human Resource Department and the department head shall determine this prior to the research being conducted.

**5. Departments Responsibility:**

5.1 If a department is looking to have a volunteer provide service to their department they shall notify Human Resource Department and they will post a notice requesting volunteer services.

5.2 Each department shall keep a service log for each volunteer providing service to their department. This log shall include:

- 5.2.1 Date of service,
- 5.2.2 Start / Stop Time of service,
- 5.2.3 Service activity performed.

**6. Termination of Services:**

6.1 Reasons for terminating services:

- 6.1.1 Lack of work,
- 6.1.2 Failed to show when scheduled,
- 6.1.3 Not capable of performing tasks as assigned,
- 6.1.4 Failed to abide by the terms of this county policy and/or the volunteer work agreement,
- 6.1.5 Presented a potential hazard, threat to the security of Allegan County and/or the residents of Allegan County.
- 6.1.6 Dishonesty,
- 6.1.7 Other issues or actions not appropriate or to the standards of Allegan County.

6.2 Allegan County reserves the right to terminate the service of a volunteer for any cause since they are an at-will volunteer. The termination of services may also include not allowing the volunteer to come onto any county facilities or grounds and/or to prohibit any person from participating in any volunteer effort for or on behalf of Allegan County. Record of terminated volunteers will be kept in a volunteer master list kept on file in the Human Resource Department.

**7. Liability:**

7.1 It shall be understood that all person(s) acting as a volunteer are not employees or agents of Allegan County and provide such services at their own risk. Since volunteers are not employees, they are not entitled to any compensation or benefits from Allegan County, including but not limited to worker's compensation, medical insurance, or unemployment compensation. Allegan County shall not be obligated to defend or indemnify the volunteers against liability for the following:

- 7.1.1 Intentional, grossly negligent or unlawful acts or allegations thereof,
- 7.1.2 Providing false and/or inaccurate information on the Allegan County Application for Volunteer Services form.

**8. Authority:**

8.1 The Allegan County Board of Commissioners authorizes this policy on the 12<sup>th</sup> day of September 2002, and as amended the 27<sup>th</sup> day of March, 2003.