

Volunteer Program

Purpose

Sun Valley General Improvement District recognizes that there are benefits to members of the community to become involved in the delivery of the District's programs and services on a volunteer basis. Individuals have an interest in assisting public agencies by applying their knowledge, skills, and experience to a worthwhile endeavor. Also, the community and the District receive enhanced services because of the individual's specialized skills and commitment. Using volunteers is a true win-win situation for those willing to volunteer for the District and for the community.

Scope

This policy covers the essential elements of an effective volunteer program which is compliant with applicable state and federal regulations pertaining to the District's volunteers. As this policy is broad in scope, individual departments should establish additional specific requirements consistent with this policy to guide the use of volunteers within the specific program areas.

Planning

Prior to implementing a volunteer program, the District will develop a plan for utilizing volunteers.

1. The plan may include:
 - a. Job assignment descriptions for each volunteer.
 - b. A statement describing how and by whom volunteers are overseen.
1. The plan must include:
 - a. A needs assessment and a statement outlining how volunteers will be used to meet these needs;
 - b. A budget for any personnel costs, operating costs, and direct and indirect costs
 - c. A program to recognize and reward volunteer services.

Definitions

Drop-in Volunteers: Individuals of all ages performing either a single day tasks or simple project with limited public interaction (examples: weeding flowerbeds; removing graffiti.). Drop-in volunteers will be supervised 100% of the time by a District employee. Persons participating in more than two volunteer events in a calendar year will be required to become a continuous volunteer and complete the necessary paper work to include a background investigation.

Continuous Volunteer: Individuals 16 years of age or older, who have recurring, scheduled tasks with varying amounts of required supervision and possible interaction with the public.

Group Volunteers– Participates in a single day community event or project (examples: Adopt-A-Park; clean up day; or Boy/Girl Scout troop project). Groups will have varying amounts of required supervision and possible interaction with the public.

Recruiting, Screening, Interviewing, and Selecting Volunteers

As with employees, the District's ability to meet its goals and objectives is directly related to the skills and abilities of the volunteers selected. Criteria for selecting volunteers will be developed in the same manner as used for selecting new employees.

The District prohibits discrimination, harassment, or retaliation directed at volunteers on the basis of their race, color, religion, age, gender, sexual orientation, national origin, ancestry, pregnancy, genetic information, veteran status, domestic partnership, disability, gender identity or expression, political affiliation, or membership in the Nevada National Guard.

Volunteers will receive an orientation which will include: meeting District staff and other volunteers, discussing program goals and objectives, facility orientation, specific activities that will be done and volunteer responsibilities and areas of training.

Drop-in Volunteers:

Drop-in volunteers performing certain single-day, limited tasks and/or special projects for the District will be required to fill out a District Volunteer Application and Volunteer Release of Liability Form and will be approved by the General Manager or designee.

Continuous Volunteers

The recruitment, screening, and interviewing process for *Continuous Volunteers* should be planned and sufficiently thorough to result in selecting the best volunteer possible for departmental needs.

Continuous volunteer applicants engaged in activities for the District on a recurring basis shall complete the District's volunteer application, including an acknowledgment that the function to be performed is not a paid position and the person is truly volunteering his/her services.

The District will solve problems associated with the volunteer's performance or behavior. However, if problems cannot be corrected, the services of the volunteer will be discontinued.

Specific requirements that apply to employees in certain occupations also apply to volunteers performing in similar occupations, such as those requiring direct interaction with children will be required to submit to one or all of the following.

- a. fingerprinting
- b. detailed background checks
- c. screening for drugs use

Group Volunteers

Organized groups of volunteers must submit a group application at least three weeks before the planned community event or project for approval. Organized groups will also sign an acknowledgment that the functions to be performed are not paid positions and the persons are truly volunteering their services.

Managing Volunteers

Volunteers are covered by the District's workers' compensation policy per NRS 616A.130. Volunteers shall receive appropriate oversight for the functions performed including an orientation to the District's policies and procedures, departmental operating procedures, safety practices, and other relevant information.

The Public Works Director will act as the Volunteer Coordinator for the District and ensure that all necessary requirements are met prior to an individual being assigned volunteer duties. The Field Supervisor will be responsible for the scheduling and assignment of volunteer duties and providing necessary equipment, supplies, and supervision. Day-to-day oversight of volunteers shall be conducted as with all District employees. Adequate equipment and supplies, as well as a safe working environment, will be provided for volunteers.

Minors under the age of 16 years old must be accompanied and supervised by their parent/guardian, and/or organization/school representative, and must have SVGID Volunteer Agreement signed by their parent/guardian and/or organization/school.

The District will maintain detailed and accurate records of volunteer activities including a roster of active volunteers. The date, time, and duration of each volunteer activity session must be recorded, along with the work performed. The District will remove volunteers from the roster whenever volunteers are inactive for more than six months.

Volunteers may be reimbursed for expenses incurred up to a maximum of \$50.00. In addition, the District may provide limited and reasonable benefits and/or nominal remuneration to volunteers. The benefits provided cannot be in an amount or of a type that implies that the volunteer is being paid a wage or salary for time spent as a volunteer, or for the quantity or quality of the work performed. All such benefits or expenditures must be approved, in advance, by the District's Board of Trustees.

Annual performance evaluations may also be completed on continuous volunteers.

Volunteers serve at the pleasure of the District and are subject to dismissal at any time with or without cause.

Volunteers are not allowed to have pets with them while performing duties or tasks as District volunteers; service animals are permitted. The ADA defines a service animal as any guide dog, signal dog, or other animal individually trained to provide assistance to an individual with a disability.

Recognition

1. 100 Hours. The District's Administrative Assistant shall present volunteer with a certificate signed by the Public Works Director.
2. 200 Hours. The District's Administrative Assistant shall present volunteer with a certificate signed by the General Manager.
3. 500 Hours. The District's Administrative Assistant shall present volunteer with a certificate signed by the Chairperson of the Board of Trustees at a public meeting. Any individual receiving this recognition can request that the presentation not occur at a public meeting and other arrangements for presentation will be made.
4. Longevity- The District shall recommend appropriate commemorative gift for milestone reached by volunteers who reach 1000 Hours, 2500 Hours, and 5000 Hours.
5. Volunteers shall receive feedback on their performance and interaction from the department supervisor.