

## VOLUNTEERS FOR CITY ACTIVITIES

### I. PURPOSE:

The purpose of this policy is to establish guidelines for the use of volunteers (other than City employees) to assist in providing City Services and Programs. (See Procedure Guideline No. 1035 for information on Employee Volunteer Activities). Participation in volunteer activities shall be open to any individual and no individual shall be discriminated against based on race, color, creed, religion, sex, national origin, age, disability, marital status, sexual orientation, gender identity, genetic information, veteran's status, political opinions or affiliation.

### II. RESPONSIBILITY:

It is the responsibility of all Department Directors to ensure compliance with this policy.

### III. DEFINITIONS AND SCOPE:

- A. Volunteer: Is defined as an individual who performs services without compensation. Compensation does not include reimbursement for expenses incurred in the performance of their duties if there is prior authorization for the expense. Volunteers for mass community events, e.g. Adopt-A-Street, City-Wide Clean-Up, are not covered under this policy.

### IV. POLICY:

#### A. Screening of Volunteers:

1. Volunteers may be subject to background investigations in accordance with position necessity.
2. The Employment Services Division will evaluate the volunteer assignment to determine if any of the following conditions exist:
  - a. Contact with individuals in secluded environment or entering private homes
  - b. Handling money/financial resources
  - c. Contact with children or vulnerable adults
  - d. Access to Social Security numbers/driver control records/other private data
  - e. Access to drugs/controlled substances
  - f. Access to private/secure areas which are restricted
  - g. Operates a City vehicle

- h. Stoop, walk, bend, and/or ability to lift up to forty (40) lbs or more

If any of the above conditions exist, the volunteer may be required to submit to the following screenings: drug/alcohol; criminal; traffic records; sexual offender; or physical fitness.

**B. Risk of Injury to Volunteers:**

1. Workers' Compensation does not cover volunteers even if the injury occurs during the course of their scheduled or assigned volunteer services. Neither medical costs nor lost time will be reimbursed or compensated.
2. If a volunteer's personal property is damaged while the volunteer is serving, the City will not be responsible for making repairs or reimbursing the damage.
3. If a volunteer causes damage to private property, the City's Risk Management-Related Policies will apply.

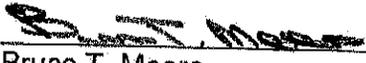
**C. Right to Reject or Terminate Volunteer Services:**

1. The City reserves the right to limit the use of volunteers, adjust volunteer hours, or reject volunteer services, in its sole discretion.
2. No employment or any other contractual right is created by volunteer service with the City.

**V. PROCEDURE:**

- A. Prior to the start of any volunteer service, Department Directors, or their designee, shall consult with the Employment Services Division to evaluate the volunteer assignment and determine if background screenings are necessary.
- B. Volunteers shall meet with the Department Director, or designee, to discuss the duties of the volunteer service and anticipated schedule.
- C. Department Directors shall maintain copies of volunteer applications, time records, and acknowledgement forms for three (3) years.

Approved:

  
\_\_\_\_\_  
Bruce T. Moore  
City Manager

# Important Policies from the Administrative Personnel Policy and Procedure Manual

## **Harassment Policy (Section V)**

Harassment As a condition of employment every employee has an obligation to fully participate and cooperate in harassment and discrimination investigations conducted by the Human Resources Department or any City Department. Failure to do so can lead to disciplinary action.

### **a. Harassment Policy**

The City is committed to providing a work environment that is free of discrimination and harassment. Harassment of employees and nonemployees is strictly prohibited. All employees are encouraged to act responsibly and to recognize that false accusations of harassment can have serious effects on innocent individuals. Any employee found guilty of harassment shall be subject to disciplinary action, up to and including termination of employment. This policy outlines the responsibilities and procedures for dealing with complaints of harassment.

Complaints and investigations will be kept confidential to the extent legally possible.

### **b. Harassing conduct may be expressed as:**

#### **i. Sexual harassment, which is defined as:**

unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- (3) such conduct has the purpose and effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

This includes, but is not limited to: repeated offensive sexual flirtation; advances; propositions; continued or repeated verbal abuse of a sexual nature; offensive verbal comments about an individual's appearance; sexually degrading words to describe an individual; and the display of sexually suggestive objects or pictures.

#### **ii. General harassment, which is defined as:**

- (1) actions, words, jokes where such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment;
- (2) comments based on an individual's race, sex, sexual orientation, religion, national origin, age, disability, genetic information ethnicity, whereas such conduct has the purpose or effect of

unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

c. No supervisor shall threaten or insinuate, either explicitly or implicitly, that an applicant's or employee's submission to or rejection of sexual advances will in any way influence any decision regarding that individual's employment benefits (advancement, evaluation, wages, or any other term or condition of employment), nor shall any employee engage in behaviors which would constitute an intimidating, hostile, or offensive work environment.

Examples of these types of behaviors include, but are not necessarily limited to: verbal harassment (derogatory statements, slurs), physical harassment (assault, physical interference with normal work), visual harassment (poster, cartoons, drawings), and innuendo.

Any employee who has grounds to believe that he is exposed to harassment is encouraged to file a complaint. Complaints will be handled confidentially, to the extent legally possible. Employees will not be retaliated against for filing a complaint, or participating in the investigation.

d. The investigative process includes, but is not limited to, the following steps:

(i.) City employees may present their complaint to their immediate supervisor, Division Manager or Department Director as soon as possible following the alleged act(s) of harassment for resolution. If this is not possible or desirable, the employee should present the complaint to the Director of Human Resources. The Director of Human Resources shall inform the respective Department Director of any complaint of harassment.

(ii.) All complaints of harassment made by employees of the Police and Fire Department will be investigated by the Human Resources Department.

(iii.) The person conducting the investigation shall do so in the most expedient manner possible to attempt to resolve the complaint in a timely manner.

(iv.) Upon completion of the investigation by the appropriate department, a written decision shall be issued to the complainant, the alleged harasser, and the Director of Human Resources. When the Director of Human Resources is the person conducting the investigation, a written resolution shall be issued to the complainant, the alleged harasser, and the Department Director.

Should any such decision be disputed by any party, he may request a resolution meeting to be scheduled with the Director of Human Resources within seven (7) calendar days of receiving the written resolution. The Human Resources Director will forward a written recommendation to the City Manager whose decision will be final.

**Volunteer Acknowledgement:**

I am in receipt of the City of Little Rock's Volunteer Procedure Guideline. I have also received a copy of the City's Harassment Policy. I understand that I should consult with my Supervisor, appropriate Department Director, or the Human Resources Department if I have any questions regarding policies, procedure, or my assignment.

I acknowledge that I have entered in to a volunteer relationship with the City voluntarily and there are no contractual rights arising out of my relationship with the City. Accordingly, either the City or I can terminate the volunteer relationship, with or without cause, at any time.

I waive all claims against the City, its elected or appointed officials, employees, and assignees, for any injuries, damages, losses or claims, known or unknown, which arise during or as a result of my volunteer activities to the extent permitted by law.

\_\_\_\_\_  
Volunteer Printed Name

\_\_\_\_\_  
Volunteer Signed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Director Signature

\_\_\_\_\_  
Date

Distribution: Human Resources—Employment Services Division  
City Department  
Volunteer