

SALT LAKE COUNTY  
COUNTY-WIDE POLICY  
ON  
VOLUNTEER SERVICES  
**VOLUNTEER PROGRAMS, BENEFITS, AND REQUIREMENTS**

**Purpose -**

All county elected offices, departments, and divisions are encouraged to adopt volunteer programs and recruit and supervise volunteers to serve in any such program.

**1.0 Program Approval**

- 1.1 The appropriate administrative officer of the division, department or elected office shall prepare and approve the volunteer program plan.
- 1.2 The volunteer program plan shall be reviewed and approved by the Volunteer Services Advisory Board (VSAB) however, the authority of the VSAB shall not extend to approval of the volunteer budgets.
- 1.3 Divisions, departments and agencies shall complete an approved volunteer job description form, to be provided by the Office of Volunteers, for each volunteer position in an approved volunteer plan. Volunteer job descriptions shall set out, with particularity, the various duties and qualifications required of any particular volunteer position.
- 1.4 The approved plan shall be kept on file with the program and a copy forwarded to the Office of Volunteers Program Services.
- 1.5 A volunteer program plan shall contain the following:
  - 1.5.1 Volunteer program budget;
  - 1.5.2 A designation of the County employee or staff member responsible for directing volunteer services;
  - 1.5.3 Written volunteer job descriptions;
  - 1.5.4 Volunteer recruiting and screening standards;
  - 1.5.5 A copy of the volunteer orientation packet;
  - 1.5.6 Assignment of supervisory responsibilities, where appropriate;
  - 1.5.7 A statement of County staff and volunteer training opportunities, responsibilities and requirements;
  - 1.5.8 Program and individual evaluation strategies for programs, County staff, and volunteers; and

1.5.9 A plan for the recognition of volunteer services.

**2.0 Volunteer Coordinators**

- 2.1 Where appropriate, elected offices, departments, and divisions are encouraged to designate a County employee or staff member who shall have the responsibility of overseeing and coordinating the volunteer program for that particular division, department or elected office.
- 2.2 County employees who are assigned ongoing responsibilities for volunteer program coordination and management shall have their volunteer duties reflected in their job descriptions, including reference to specific duties and the percent of time to be devoted to volunteer services.

**3.0 Program Budget's Expenditures**

- 3.1 Division budgets should include a spending plan stating the anticipated expenditures that pertain to volunteer programs for the budget year.
  - 3.1.1 The decision to disburse funds for a volunteer program is dependent upon the resources budgeted by the individual elected offices, departments, or divisions.
- 3.2 Divisions, departments and elected offices may expend reasonable funds to recognize or reward volunteers for donated services to the County.
- 3.3 Volunteers may be reimbursed for pre-approved expenses incurred for training, travel, mileage, meals, lodging, uniforms, and such other supplies or other reimbursements as may be provided at the discretion of the Mayor.

**4.0 Volunteer Training**

- 4.1 County divisions, departments and elected offices may refer newly-appointed volunteer coordinators to the Office of Volunteer Program Services for orientation and training in volunteer program management.

**5.0 Volunteer Insurance**

It is the policy of Salt Lake County to provide County volunteers with workers' compensation insurance for medical benefits only, as per Salt Lake County Human Resources Policies & Procedures #5520 Workers' Compensation and the Workers' Compensation Act 35-1-1, et seq., Utah Code Annotated, 1953, as amended.

- 5.1 Volunteers donating time to Salt Lake County will be provided with workers' compensation insurance when:
  - 5.1.1 volunteering for Salt Lake County Government;
  - 5.1.2 supervised by Salt Lake County government paid staff;

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- 5.1.3 the accident, injury or occupational illness was incurred by the volunteer in the course of, or arising out of the performance of the duties of the volunteer's job description; and
- 5.1.4 Salt Lake County application forms have been completed and contracts have been signed prior to duties being assigned.
- 5.2 Copies of the applications, signed contracts and volunteer job descriptions for each volunteer are to be kept on file.
- 5.3 Other workers' compensation insurance arrangements for volunteers may be provided, based on state statute or County ordinance.
- 5.4 In the event that Salt Lake County refers or otherwise processes volunteers (including community service volunteers) for other agencies or entities, those entities, rather than Salt Lake County, are responsible for workers' compensation or other liability coverage.

### **6.0 Volunteers' Auto Use**

Refer to Countywide Policy #1350, Vehicle Policy, Sections 13.0 through 19.0.

### **7.0 Accident Procedure**

- 7.1 A volunteer involved in an accident while operating his/her own vehicle must immediately contact his/her own insurance carrier and report the accident. Damages due to such accidents must be covered by the volunteer's own insurance carrier.
- 7.2 A volunteer involved in an accident while on County business in his/her own vehicle or County vehicle, must file a report with the County Risk Management Office, according to Countywide Policy #1011, Accident Reporting Procedure.
- 7.3 The Division Volunteer Coordinator will assist volunteers in accident reporting procedures.

### **8.0 Mileage Reimbursement**

- 8.1 At the discretion of the Administrator, volunteers may receive mileage reimbursement. Refer to Countywide Policy #1350, Vehicle Policy.

### **9.0 Immunity**

- 9.1 In accordance with state law, unpaid volunteers who are working for the County's benefit and under County supervision are legally immune from liability for any decisions or actions taken as a volunteer except for the operation of a motor vehicle and for decisions and actions which are grossly negligent, in bad faith, or are malicious.

**10.0 Volunteer Services by County Employees**

- 10.1 County employees may, under appropriate circumstances, volunteer to provide uncompensated services to Salt Lake County.
- 10.2 Employees who are subject to the Fair Labor Standards Act (see County Human Resources Policy and Procedure 5420, Overtime and Compensatory Time), who volunteer to provide services to the County which are similar to activities within their compensated job descriptions, shall have their volunteer service hours considered compensable hours. Providing such volunteer services is subject to the approval of the appropriate division directors, department directors or elected officials.
- 10.3 Volunteer services which are unrelated to the employee's compensated job description, or which are provided by FLSA-exempt employees, shall not be considered compensable.
  - 10.3.1 These provisions are applicable only to service provided to Salt Lake County, and do not apply to volunteer services provided by employees to other entities.
  - 10.3.2 Any questions regarding the application of this policy should be referred to the Human Resources Division or the Attorney's Office.

APPROVED and PASSED this 15 day of July, 2008.

SALT LAKE COUNTY COUNCIL

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Michael Jensen, Chairman

ATTEST:

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Sherrie Swensen, Clerk

APPROVED AS TO FORM:

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District Attorney's Office      Date