



## SALT LAKE COUNTY VOLUNTEER CONTRACT

If I am accepted as a Salt Lake county volunteer, I agree to perform the volunteer duties as specified on my selected job description, to the best of my ability and in a professional manner. I will appreciate constructive feedback. If problems arise such as scheduling, I will notify my supervisor as soon as possible before my assigned shift.

### **CONFIDENTIALITY:**

I agree to maintain the same strict confidentiality regarding my duties that is expected of the paid staff.

### **RELEASE:**

While performing volunteer work assignments and duties, the undersigned volunteer (unpaid worker), authorized by the Division Director, shall be deemed an employee of Salt Lake County only for the purpose of the following liabilities and insurance coverage.

- A. Medical Benefits under Worker's Compensation for any injury sustained by him/her while engaged in performance of any service;
- B. Properly licensed operation of County vehicles or equipment;
- C. Liability protection normally afforded salaried employees.

If I, as a Salt Lake County volunteer, will be driving on county business or transporting clients while using my personal vehicle, in the event of a car accident, I shall immediately contact my own insurance carrier and report the accident; damages due to accidents must be covered by my own insurance carrier. If involved in an accident while on County business I must also file a report with County Risk Management according to Salt Lake County Wide Policy 1011, Accident Reporting. Upon request, the Volunteer Coordinator will provide assistance to complete this report. (Refer to Volunteer Policy #4009 on Volunteer Auto Use.)

With this knowledge, the undersigned volunteer hereby releases Salt Lake County, its agents and employees from any liability or obligation arising from, or in connection with, the undersigned's Volunteer Activities with Salt Lake County other than stated above.

I have read the sexual harassment and discrimination information. \_\_\_\_\_ (Initial)

If necessary, I have submitted a Statutory Ethical and Disclosure form. \_\_\_\_\_ (Initial)

I have read and understand the above conditions.

Volunteer Signature: \_\_\_\_\_

Parent or Guardian signature if under 18: \_\_\_\_\_

Signature of Agency Representative: \_\_\_\_\_

Date: \_\_\_\_\_

## SEXUAL HARASSMENT AND DISCRIMINATION PREVENTION FOR VOLUNTEERS

Harassment is a form of discrimination which is prohibited by federal law and Salt Lake County policy. Discrimination and harassment on the basis of a person's Race, Color, Religion, National Origin, Sexual Orientation, Marital Status or Sex is prohibited under County policy. Sexual harassment is a form of sex discrimination.

**Volunteers,  
Sexual Harassment or Discrimination is NOT to be taken lightly, anyone engaging in conduct prohibited by law could be held personally liable!**

Sexual harassment is defined under Federal Law and County Policy 5730 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 such individual is used as the bases for employment decisions affecting such individual, or
- (3) such conduct has the purpose or effect fo unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

The three elements are:

**FIRST**, the conduct must be of a sexual nature. This means either words, physical ontact or gestures.

**SECOND**, the conduct must be unwelcome.

**THIRD**, a job related factor must also be present:

- A. Submission to the unwelcome conduct is a condition of employment.
- B. Submission to the unwelcome sexual activities results in a positive or negative employment decision.
- C. The unwelcome sexual conduct may also interfere with work performance and create a hostile, intimidating or offensive working environment.

In summary, sexual harassment is unwelcome sexual conduct that affects the victim's working conditions.

### **Preventing Harassment-**

The first line of prevention is to avoid doing or saying anything that might offend someone.

The second line of prevention is to report incidents of harassment or discrimination under County policy.

You may report to: Any supervisor in your area, the County EEO Manager 468-2622, the County Personnel Director, your Volunteer Coordinator, the County Mayor, any County Council member, or Utah Anitdiscrimiantion Division.

Salt Lake County will not tolerate any sexual harassment in the workplace and policy provides for immediate investigation with appropriate discipline for anyone who engages in harassment.