

CITY OF NORTH BONNEVILLE
RESOLUTION NO. 443

**A RESOLUTION OF THE CITY OF NORTH BONNEVILLE, WASHINGTON,
ADOPTION A POLICY ON VOLUNTEER SERVICES.**

WHEREAS, the use of voluntary services can greatly improve the services the city provides to its citizens; and

WHEREAS, the use of volunteers will not cause a reduction in the pay or benefits of city employees; and

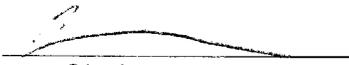
WHEREAS, the city wishes to ensure that volunteers' health and safety are protected and that the city is protected from liabilities; and

NOW, THEREFORE, BE IT RESOLVED THAT the city council of the City of North Bonneville adopts the attached volunteer policy.

PASSED IN REGULAR SESSION this 26th day of June, 2012



Mayor

ATTEST: 

Clerk

CITY OF NORTH BONNEVILLE POLICY REGARDING VOLUNTEER WORKERS

The City recognizes the advantages of utilizing the rich skills and talents of the community and the community's desire to enhance their way of life. Our objective is to utilize these individuals and organizations to benefit the community as a whole in such a way that projects and services which would not usually be available due to excessive costs can be provided in an appropriate manner. It is also our objective to do so without adding undue or unnecessary liability to the citizens of the City.

Therefore, we hereby establish the following guidelines for the use of individual and/or organizational volunteer workers.

Scope of Volunteer Service: A scope of volunteer service description will be provided to every individual and/or organization identifying the policies and procedures for each project. Each description will include "Scope of Work" defining:

- A. The duties and expected duration and hours of the work assigned,
- B. Supervision responsibilities,
- C. Training and orientation prior to performing work,
- D. Personal protective equipment to be provided,
- E. Name of contact person and description of how to contact them, and
- F. Any other relevant information.

Background Checks: As required in RCW 43.43.830–839 all persons who will have regularly scheduled, unsupervised access to children under 16 years of age, developmentally disabled persons, or vulnerable adults will have a Washington State Patrol background check performed for crimes against children or other persons.

Liability Coverage: The City is self insured through the Washington Cities Insurance Authority (WCIA) for comprehensive general liability coverage. Volunteers working within the scope of their assignment and on behalf of the City have liability coverage as provided under the WCIA Coverage Document.

WCIA strongly recommends against using volunteers under the age of 14 years of age due to the level of supervision necessary. Organizations whose membership consists of children under this age could be allowed to perform volunteer services if their independent organization provides proof of liability insurance to the city and provides all the adult supervision necessary to perform the activity safely.

Unless waived by the city, all organizations performing volunteer services shall provide proof of Commercial General Liability coverage, naming the City as an additional named insured. All organizations must sign a waiver holding the City harmless for any injuries and claims of any kind resulting from their actions, and provide all necessary supervision for the project.

If an organization does not have Commercial General Liability insurance available through their organization, they can volunteer as individuals and be directly supervised by City staff.

Personal Injuries: All volunteer worker's hours should be recorded by department supervisor and recorded as volunteer hours. The City provides medical coverage for these individuals through the Washington State Department of Labor and Industries coverage for volunteer workers.

Waivers: Organizations providing volunteer service should sign "Agreement Regarding Organizational Volunteer Service." including agreement to defend, indemnify and hold the City harmless for any claims or lawsuits that arise out of their activities.

Individual volunteers should sign the Individual Volunteer Service Agreement (attached).

Documentation of Training: Detailed training records identifying specific training provided, instructor, any testing results, and attendance sheets will be kept and maintained for a minimum of three years. These records will be provided to Personnel Department upon completion of training.

Provision of Personal Protective Equipment: The City shall provide personal protective equipment as required for the scope of work and identified by the Washington Industrial Safety and Health Act. All volunteers requiring personal protective equipment shall be provided adequate training in its proper use and care. All training will be documented, signed by the individual, and provided to the Personnel Department.

Termination of Volunteer Service: The City and/or the volunteer may terminate this volunteer service at any time without cause, which will be effective immediately upon provision of written notice.

**CITY OF NORTH BONNEVILLE
AGREEMENT REGARDING ORGANIZATIONAL
VOLUNTEER SERVICE**

Our organization, the _____, volunteer our services to perform only the services as outlined in the attached scope of volunteer work for the City. We understand that we will not be compensated for our work but we volunteer to perform in a responsible manner. If we decide to discontinue volunteer service our contact person (designated below) will notify the City Administrator.

We understand and agree that:

- None of the group is to appear for volunteer service under the influence of any drugs or alcohol;
- The City will include our hours of volunteer service in the Washington State Department of Labor and Industries coverage for volunteer workers
- Our organization will provide the City with a roster of individual participants including the names, ages and hours worked.
- Our organization will report any injuries sustained by participants during their volunteer activities to the City immediately upon occurrence. Notice will be provided on the Incident/Accident Report Form furnished by the City.
- Our organization is responsible for directly supervising the activities of all the individuals in our group who will be doing volunteer work, and therefore, in consideration of our organization and members being permitted to perform services on City property, our organization agrees to defend, indemnify and hold harmless the City of North Bonneville and its officials, employees and agents from any damage claim or lawsuit for injury, illness, damage or other loss of any kind to anyone including members of our organization that might arise out of our activities or the actions of any individuals of our group, except for injuries or damages caused by the sole negligence of the City.
- Our organization has appropriate valid liability insurance of at least one million dollars to cover our activities; and a copy of the certificate of said insurance, naming the City as an "additional insured" is attached.
- The City may terminate this agreement at any time without cause, and that we are volunteering our services at will and may be asked to discontinue such without prior notice or reason.

This agreement will be in effect for the duration of our volunteer services beginning this date.

Dated this _____ day of _____, 20_____.

City of _____ Name of Organization

Organization Authorized Signature on behalf of

Printed Name Title

Address

Phone Number

**CITY OF NORTH BONNEVILLE
AGREEMENT:
INDIVIDUAL VOLUNTEER SERVICE**

I _____ hereby volunteer my services to perform only the services as outlined in the attached scope of volunteer work for the City of North Bonneville. I understand I will not be compensated for my work, but I volunteer to do so in a responsible manner. If I decide to discontinue my volunteer service I will notify the City Administrator.

Further, I hereby certify that I am capable of performing the duties as outlined in the attached scope of volunteer work (check which applies) () without accommodation or () with the following accommodations:

In consideration of the City giving me permission to perform these volunteer services, I agree to the following terms (initial each):

1. _____ I understand that I am not to appear for volunteer service under the influence of any drugs or alcohol.
2. _____ I will abide by all City policies regarding personal conduct while performing volunteer services.
3. _____ I agree not to go beyond the scope of volunteer work agreed to without authorization.
4. Should an injury occur during the scope of my service, I understand that:
_____ The City will include my hours of volunteer service in the Washington State Department of Labor and Industries coverage for volunteer workers.
_____ I understand that I am to report any on-the-job injury or illness, no matter how minor, to the City Administrator.
5. Depending on the scope of volunteer work, the following policies may apply:
(Please initial the policies reviewed)
_____ Driving
_____ Accident Prevention Program
_____ Machinery/Equipment Operation
_____ Workplace Harassment
_____ Alcohol, Drugs & Intoxicants
_____ Internet & Other Workplace Communication Systems

6. _____ I acknowledge that I have been trained on the above initialed policies and understand them and/or have had the opportunity to ask any questions.
7. _____ I consent to the City performing a background check into my history in accordance with RCW 43.43.830–839 and waive any right of privacy I may have in such information for the limited purpose of considering it for determining my suitability as a volunteer. (To be used for volunteers who will have regularly scheduled, unsupervised access to children under sixteen years of age, developmentally disabled persons, or vulnerable adults.)
8. _____ I understand that I or the City may terminate this agreement at any time without cause, that I am volunteering my services at will and may be asked to discontinue such without prior notice or reason.
9. _____ I am fully aware that the work associated with being a Volunteer involves certain risks of physical injury or death. Being fully informed as to these risks and in consideration of my being allowed to participate in the Volunteer Program, I hereby assume all risk of injury, damage and harm to myself arising from such activities or use of City facilities. I also hereby individually and on behalf of my heirs, executors and assignees, release and hold harmless the City of North Bonneville, its officials, employees and agents and waive any right of recovery that I might have to bring a claim or a lawsuit against them for any personal injury, death or other consequences occurring to me arising out of my volunteer activities, except for those caused by the sole negligence of the City.
10. _____ I give permission for photos/videos taken of myself during volunteer activities to be used for publicity purposes, without recompense.

This agreement will be in effect for the duration of my volunteer services beginning this date.

Dated this _____ day of _____, 20 _____.

Member

Volunteer's Signature

Address

Phone Number

Parent/Legal Guardian