PP-95-004

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Shoreline
City Clerk
Receiving
Number
3972

RESOLUTION NO. 41

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SHORELINE, WASHINGTON REGARDING VOLUNTEER POLICIES

WHEREAS, the City of Shoreline has a strong tradition of volunteer contributions, which should be acknowledged and continued; and

WHEREAS, the objective of these policies is to use volunteers, both individually and through organizations, to the benefit of the community as a whole so that projects and services which would usually not be available due to cost and/or staffing considerations will be provided in a timely and efficient manner; and

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SHORELINE, WASHINGTON AS FOLLOWS:

Section 1. Scope of Volunteer Services. Volunteers will be given a volunteer service job description which will provide the individual and/or organization with the policies and procedures for each project, or a written task list which will make clear the expectations for performance. This then becomes the tool by which the staff and volunteer can evaluate productivity and success of the volunteer assignment. No individual employed by the City of Shoreline shall be a volunteer.

Section 2. Training. Training for volunteers will be provided as necessary. Records will be kept documenting such training. In addition, volunteers may be considered for outside training at the City's expense, as long as the training bears directly on the volunteer's work duties and is within the performance group's training budget.

Section 3. Supervision. Appropriate supervision of individual volunteers will be provided by the City. When organizations are used for volunteer service, the organization should provide adequate direct supervision. The City will provide overall supervision of the project.

Section 4. Staff Support. Like a paid employee, the volunteer needs to have a clearly defined position with reasonable expectations and recognition for work well done. It is the responsibility of the staff members directing the work of volunteers to ensure that volunteers receive ongoing support and recognition. The volunteer needs to know that he or she is an important member of the team.

Staff will discuss the written job description with the volunteer so that expectations, responsibilities and lines of communication are clear. The job description is to be reviewed periodically, so that the volunteer has an opportunity to raise questions or concerns.

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Section 5. Recognition of Volunteers. Funding for expenditures for volunteer recognition is to be included in the budget and will be allocated by supervisory staff. On-going recognition of volunteer contributions is essential to the success and health of Shoreline volunteer programs. The City shall fund one citywide volunteer recognition event per year to acknowledge and celebrate the contributions of volunteers during that year.

Section 6. Reimbursements for Expenses Incurred during Volunteer Service. Reimbursement for volunteer expenses must be authorized in advance by a City employee. Receipts are required for reimbursement. Such receipts should be attached to a Volunteer Claim for Expenses form and authorized by the staff person supervising the volunteer activity during which the expenses were incurred. Requests for reimbursement should be submitted within ten (10) days following completion of the project or of the travel.

Volunteers traveling on behalf of the City will be reimbursed for necessary and customary expenses incurred, and within limits established in the City's Interim Personnel Policies, or future Personnel Policies as may be adopted by the City Council. Such expenses must be authorized by staff in advance. All travel for volunteers beyond a total of fifty miles must be authorized in writing. Cash advances to cover anticipated travel expenses may be made as provided for in the aforesaid Personnel Policies.

Section 7. Background Checks. All persons potentially coming into unsupervised contact with children, the developmentally disabled or vulnerable adults must agree to complete a background check as required by RCW 43.43.834.

Section 8. Liability Coverage. The City is insured through the Washington Cities Insurance Authority (WCIA) for comprehensive general liability coverage. Volunteers working within the scope and on behalf of the City have liability coverage as provided under the WCIA Coverage Document.

Section 9. Personal Injuries. All volunteer hours will be recorded and documented by the staff supervisor. The volunteer must have personal medical coverage. Organizations should provide medical coverage for their volunteers.

Section 10. Waivers. Organizations providing volunteer services will sign an Agreement regarding Organizational Service with the City of Shoreline, including the agreement to defend, indemnify and hold the City harmless for any claims or lawsuits that arise out of their activities.

Individual volunteers will sign an Agreement regarding Individual Volunteer Service with the City.

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Section 11. Effective Date. This Resolution shall become effective immediately upon its passage by the City Council.

ADOPTED BY THE CITY COUNCIL ON NOVEMBER 13, 1995

Connie King

Mayor Connie King

ATTEST:

Sharon Mattioli

Sharon Mattioli, CMC
City Clerk