

Volunteer Application & Agreement



Section One (TO BE COMPLETED BY VOLUNTEER)

Personal Information:

Full Legal Name:		Date of Birth:	
Address:			
Email:		Phone:	

Have you ever been convicted of, pleaded "No Contest" or guilty for any offenses other than traffic violations?
(A criminal record will not automatically bar you from volunteering) ☐ Yes ☐ No

If "YES" please explain:

Are you a registered sex offender? ☐ Yes ☐ No

Emergency Contact Information:

Name:		Relationship:	
Address:			
Email:		Phone:	

Volunteer Type:

☐ Volunteer ☐ Community Service/School Credit

Hours Needed: By When:

Court Ordered:

Briefly explain the charges resulting in your community service hours:

Volunteer Location (Areas of Interest):

- | | | |
|---|--|--|
| ☐ Buckskin Hills | ☐ Clerk Auditors Office (Elections) | ☐ Facilities |
| ☐ Travel & Tourism | ☐ Uintah Conference Center | ☐ Uintah County Library |
| ☐ Western Park | ☐ Uintah County Heritage Museum | ☐ Other _____ |

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Volunteer Policy 340

PURPOSE

The purpose of this policy is to establish guidelines for volunteers and agents appointed by the County.

SCOPE

This policy establishes the process for attaining volunteers and provides a process for the use of volunteers. In addition, it outlines the expectations of volunteers.

CROSS REFERENCES

Code of Conduct, Policy 500
Employee Classification, Policy 320

POLICY AND PROCEDURE

1. Prior to accepting any volunteer or the services the volunteer provides, the Department Head shall create a work description for the proposed volunteer. The Department Head, Human Resources Director, and volunteer shall sign a document defining the nature and terms of the volunteer services including necessary training or other requirements of the volunteer position. Per the Utah Volunteer Government Workers Act, the Uintah Commission has delegated authority to the Human Resources Director to formally approve all volunteers. For any individual to be considered a volunteer, the Department Head shall follow all laws and procedures about County volunteer requirements, including the review for approval by Human Resources of any contracts for outside agents and volunteers. If the procedures are not strictly followed, the actions of the volunteer are not considered approved and are not covered by this policy.
2. Depending on the nature of the volunteer service, the proposed volunteer may be required to submit to and pass a physical exam, drug screening, and/or other tests that prove the individual is capable of performing the duties of the volunteer. Additionally, all volunteers who have the potential to associate with minor children or young people under the age of adulthood shall perform and pass the State Bureau of Criminal Identification background check.
3. Volunteer records shall be maintained by each department for which they perform services. Records should be held securely in compliance with the Data Protection Act. Each file should contain, at minimum, the application form, references, the volunteer agreement, the induction record, the record of the dates, times, and activities undertaken, the supervision record, the training record, and emergency contact details.
4. A volunteer is considered an employee of the County for the purposes of:
 - Worker's compensation benefits for any injuries sustained by the volunteer while performing assigned services; and
 - Operating county vehicles or equipment when the volunteer is properly licensed and trained to do so; and
 - Indemnification offered salaried employees; and
 - Following the County code of conduct, policies and procedures, and specific department code of conduct (if applicable) among other departmental policies and procedures.
5. Volunteers may not officially represent or bind the County regarding contractual or enforcement matters unless such authority is stipulated and specifically authorized in the official work description.
6. The county does not compensate volunteers for their services. However, as outlined by county policy, volunteers may be reimbursed for their per diem, travel expenses, and other expenses related to their volunteer assignments.

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7. Volunteers may or may not receive County defense against claims. Actions brought against volunteers arising from acts or omissions during the performance of duties and within the scope of the work description may be defended by the County. If the volunteer wishes to invoke County coverage, he/she shall submit a written request to the county attorney's office, detailing specific actions, omissions, and/or claims within ten (10) days of the occurrence. The County may decline to defend volunteers if any of the codes of conduct or other County/departmental policies were breached or for any other reason.

8. Volunteers may terminate their volunteer status at any time for any reason, and the county may also terminate volunteer services at any time for any reason. The County shall provide equal opportunity for all prospective volunteers and shall not illegally discriminate while accepting volunteer services.

9. Volunteer applications do not guarantee volunteer work. Applications are accepted based on the needs of each department and will be rejected if no volunteer positions are needed.

10. Volunteers have many of the same workplace rights as employees. They may file discrimination or harassment complaints to the Department Head or Human Resources. Investigations shall be conducted in accordance with all applicable laws and policy

11. Department Heads may provide reasonable accommodations for volunteers with disabilities.

12. County employees may act as volunteers for the County. In accordance with the Fair Labor Standards Act, if the employee's services are similar to those of his/her regular job duties, the hours worked shall be deemed as compensable hours. Such service is subject to approval by the Department Head and the Human Resources Director. If the duties are unrelated to the regular job duties, the hours will be deemed non-compensable.

13. Any volunteer with a felony conviction or conviction of a violent offense shall not be allowed to volunteer in the County for purposes that serve a vulnerable population (i.e. areas that serve minors, the elderly, or the disabled).

14. Federal and state laws and regulations establish restrictions on the types of work-related activities in which a minor may participate. The same minimum age standards shall be used to govern the work activities of minor volunteers. The Division of Labor defines a minor as "any person under the age of 18 years who is required to attend school under the provisions of the Education Code." For purposes of this policy, Uintah County shall adopt this same definition.

15. Volunteers are required to disclose any business, commercial, or financial interest they may have, where such interest might be construed as an apparent conflict with their services for Uintah County.

16. All volunteers must sign a Volunteer Agreement. Such an Agreement shall outline the voluntary arrangement between the volunteer and Uintah County. To be enforceable, the Agreement must also be signed by the Human Resource Director and the Volunteer Coordinator. The Volunteer Coordinator shall be the designated supervisor for the volunteer.

17. The Volunteer Agreement shall not be a contract of employment.

18. The agreement is intended to be flexible enough to take into account changes in a Volunteer's circumstances or the requirements of Uintah County.

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Health Statement:

To ensure the proper placement of all volunteers, we request that you answer the following questions:

Do you have a disability that might affect your performance or create a hazard to yourself or others in connection with the job you are volunteering for? If so, please state the following: (1) skills and procedures you use or intend to use to perform the job notwithstanding the disability, and (2) accommodations we could make that would enable you to perform the job properly and safely, including special equipment, change in the physical layout of the job, elimination of certain duties relating to the job or other accommodations.

Agreements & Approvals:

By signing this application I confirm that the information provided is accurate and that I have reviewed the Volunteer Policy in its entirety. I hereby volunteer my services, as described in the Volunteer Work Description received to assist Uintah County in its authorized work.

Volunteer Signature

Date

I am authorized to allow volunteer services of the individual above

Signature of Parent/Guardian if volunteer is
under age 18

Date

As the department volunteer coordinator, I approve and agree to have the above person volunteer for my department under my supervision. I understand that should an injury occur to an individual while in a volunteer status, an "Injury Report" form must be completed and submitted to the Human Resource Office within 24 hours of the injury.

Volunteer Coordinator Signature

Date

Uintah County accepts you as a volunteer and recognizes your rights under UCA 67-20 and authorizes you to work as a volunteer according to the attached Volunteer Work Description.

HR Director Signature

Date

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Section Two

(TO BE COMPLETED BY DEPARTMENT VOLUNTEER COORDINATOR)

Application Status:

☐ Accepted ☐ Declined Why?: _____

Volunteer Work Discription:

Job Title: _____

Work Location: _____

DESCRIPTION OF WORK TO BE COMPLETED

(Describe duties and physical demands—use reverse side of form if necessary)

Community Service Plan for Hours

Hours Needed: _____ Hours Committed To: _____

Hours Per Day: _____ Days of the Week: _____

Human Resources Request:

- ☐ Background Check (Mandatory for all volunteers working around minors or working with confidential information)
- ☐ Vehicle Use Agreement (Please attach valid drivers license).
- ☐ Volunteer ID Badge (Long term volunteers only)
- ☐ HR Trainings (Please notify HR via email what trainings you require. A valid email address will be needed)