

RESOLUTION NO.2014- 051
BOARD OF COUNTY COMMISSIONERS
SARASOTA COUNTY, FLORIDA

AFFIRM COMMITMENT TO VOLUNTEERISM AND IMPLEMENT POLICY AND PROGRAM GOVERNING THE INVOLVEMENT OF VOLUNTEERS IN COUNTY GOVERNMENT

WHEREAS, the Board of County Commissioners recognizes the need for a unified and coordinated Volunteer Program, and

WHEREAS, Sarasota County's citizens possess an array of talents and knowledge which continue to be a valuable resource, and

WHEREAS, a Volunteer Program can facilitate citizen participation in County activities and enable a diverse group of residents to come together and collectively work to improve their community, and

WHEREAS, given the opportunity, citizens will heed the call to public service, and a choice for activism and care should be encouraged and nurtured, and

WHEREAS, volunteers can augment the County's ability to meet rising demand with quality service, expand and create new services and to care for the well-being of the whole in a cost-effective manner.

NOW THEREFORE, be it resolved by the Board of County Commissioners of Sarasota County, Florida, that this Board does affirm its commitment to volunteerism and adopts the policy and program governing the involvement of volunteers in County government set forth on Exhibit A, attached hereto and incorporated herein, and this Resolution repeals Resolution 98-240.

PASSED AND DULY ADOPTED BY THE BOARD OF COUNTY COMMISSIONERS OF SARASOTA COUNTY, FLORIDA, this ~~22nd~~^{22nd} day of ~~XX~~^{April} 2014.

BOARD OF COUNTY COMMISSIONERS
OF SARASOTA COUNTY, FLORIDA

By: [Signature]
CHAIR

ATTEST:
KAREN E. RUSHING, Clerk of the Circuit Court and Ex-Officio Clerk of the Board of County Commissioners of Sarasota County, Florida

By: Delvora Diakatos

BOARD RECORDS
FILED FOR THE BOARD
2014 APR 23 PM 4:31
KAREN E. RUSHING
CLERK OF THE CIRCUIT COURT
SARASOTA COUNTY, FL

Exhibit A
SARASOTA COUNTY VOLUNTEER PROGRAM

Policy

The Sarasota County Board of County Commissioners is committed to the principle of volunteerism and recognizes that volunteers are essential to the productivity, efficiency and cost effectiveness of Sarasota County Government. Written procedures will assure written volunteer opportunities and duties are developed, volunteers are suitably screened and trained, supervision is appropriate to assigned duties and discussion with volunteers regarding conduct, safety and liability to the County is documented.

Scope

In order to maximize the effectiveness of volunteers, yet limit risk exposure to both volunteers and the County, this policy will apply to all County departments and volunteers except those recruited by the Fire Department and those appointed by the Commission to advisory board roles.

Definition

Volunteer is defined as a person who performs hours of voluntary service to the County for civic, charitable, humanitarian, recreational, educational, health, public safety or general welfare reasons, without promise, expectation or receipt of compensation for services rendered. Individuals are considered volunteers when their services are offered freely and solely for the benefit of Sarasota County. A Volunteer Administrative Manual and a list of volunteer categories and designations will be maintained by the Human Resources Department and will be available at each County department.

Volunteer Definitions per Florida State Statute 125.9501-125.9506

- A. "Volunteer" means a person who, of his or her own free will, provides goods or services to any unit of county government or to any constitutional county officer without receiving monetary or material compensation.
- B. "Regular-Service Volunteer" means a person engaged in specific voluntary service activities on an ongoing or continual basis.
- C. "Occasional-Service Volunteer" means a person who offers to provide a one-time or occasional voluntary service.
- D. "Material donor" means a person who provides funds, materials, employment, or opportunities for clients of county government without receiving monetary or material compensation.

PROCEDURES

Overall coordination of the county's volunteer program will be outlined in the Volunteer Administrative Manual and will be maintained by the Human Resources volunteer program coordinator. The program will be developed to encourage and facilitate the use of volunteers. Department directors will designate an employee to coordinate the department's volunteer program, serve as the department's volunteer coordinator and representative on the Volunteer Sarasota County team. Each department will provide volunteer opportunity descriptions and contact information regularly to the HR volunteer program coordinator in order to keep the County's program current. Departments shall follow the county-wide policy and procedures but may create guidelines to facilitate their specific business operations. Such guidelines will be provided to the HR volunteer program coordinator to be included in the Volunteer Administrative Manual.

Recruitment. Departments shall use recruiting procedures appropriate to the specific program area. Human Resources' volunteer program coordinator will provide templates for the volunteer opportunity descriptions as well as providing additional marketing for those opportunities. The Volunteer Sarasota County webpage will be maintained by the Human Resources' volunteer program coordinator. To assist in the initial recruitment process, potential volunteers will be required to complete a volunteer application.

Selection. A selection process will include review of the application and, if appropriate, an interview. If selected, the Human Resources' volunteer program coordinator shall conduct a background screening. The application information and identity will be verified and if the background screening discloses information that indicates the potential volunteer would not fulfill department expectations, the County maintains exclusive rights to reject applicants, recruit, assign, and release volunteers.

Training. Volunteers will receive an overview of their volunteer assignment and the volunteer handbook.

Supervision. Volunteers will be supervised as to assignments, work performance, use of equipment, etc. Performance problems will be corrected or the volunteer service terminated.

RISKS OF INJURY TO VOLUNTEERS

It is important volunteers know what coverage the County will or will not provide, which shall be disclosed in the volunteer handbook.

Personal Injury. Volunteers are not bona fide employees pursuant to Florida Statutes, Chapter 440, Workers' Compensation Law. However, workers' compensation medical-only coverage will be provided if a volunteer sustains a compensable injury while serving in an authorized volunteer status and medical care is necessary.

Damage to volunteer property. When a volunteer's personal property is damaged while the volunteer is serving in an authorized volunteer status, the County will not be responsible to reimburse for the damage.

REQUIREMENTS OF VOLUNTEERS

- 1) Volunteers must be at least 18 years of age or older. Volunteers under the age of eighteen shall have adult supervision, and may volunteer only if the parent or guardian signs a release form.
- 2) Volunteers will not operate County equipment without proper licensing, certification or approved training or without obtaining prior approval from Risk Management.
- 3) Volunteers will not assist with financial transactions.
- 4) Volunteers will not drive County vehicles.
- 5) All volunteers are required to review, complete and submit the Volunteer Service Agreement unless otherwise directed by the department volunteer coordinator. Exceptions might include large one-day events. In such instances, a liability release form designed specifically for that event shall be implemented.

AUTHORITY

All rights, powers, duties and authority relating to the recruitment, selection, training, and supervision of volunteers are vested in the Sarasota County Administrator. The Sarasota County Administrator may, unless otherwise prohibited by law, delegate the rights, powers, duties, and authority granted herein to other Sarasota County officials when the Sarasota County Administrator deems such delegation as necessary.

AMENDMENTS

These procedures and guidelines may be amended from time-to-time as deemed necessary and appropriate by the County Administrator or designee.

EXCEPTIONS

Exceptions to this Policy will be considered on a case-by-case basis with the support and approval of the HR Volunteer Program Coordinator, Risk Management, the Department's Director and Assistant County Administrator.