



CITY OF CENTENNIAL, COLORADO

13133 East Arapahoe Road, Centennial, Colorado 80112

**ADMINISTRATIVE POLICY
No. 2015-AP-01**

CITY VOLUNTEER POLICY/COMMUNICATIONS DEPARTMENT

I. AUTHORITY:

The City Manager is authorized to promulgate administrative policies pursuant to Section 2-2-130(b)(7) of the City of Centennial Municipal Code subject to ratification of such policy by the City Council.

II. PURPOSE OF POLICY:

The City seeks to encourage the participation of community members to assist with City-sponsored, Communications Department led events. The purpose of this Administrative Policy is to provide a policy to govern the City of Centennial's use of volunteers by the Communications Department. This Administrative Policy shall provide overall guidance and direction to staff and City volunteers. This Administrative Policy is not intended to and shall not constitute a binding contractual or personnel agreement.

III. SCOPE:

This policy shall apply to City volunteers assisting the Communications Department with its various City-sponsored events.

IV. DEFINITION OF "VOLUNTEER:"

"Volunteer" means an individual who, without compensation or expectation of compensation, performs a task at the direction of and on behalf of the City. A volunteer must be officially accepted and enrolled by the City prior to performance of any task or assignment. All volunteers shall be eighteen (18) years of age or older and be actively serving on one of Centennial's boards or commissions. Volunteers under the age of eighteen (18) and serving on a City board or commission must obtain written consent from a parent or legal guardian to volunteer

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V. POLICY - CITY VOLUNTEER PROCEDURES

a. Role of the Communications Department

The Communications Department shall be the central coordinating point for City volunteers. The Communications Director shall designate a Communications Department Representative to oversee and manage the City's volunteers in accordance with the procedures set forth in this Administrative Policy.

b. Recruitment

The Communications Department shall determine the most effective medium for advertising for volunteers. Volunteers will be utilized for specific functions or needs within the City's Communications Department. Volunteers may be recruited by the City annually or on an as-needed basis as determined by the Communications Department. The Communications Department shall oversee the recruitment process and shall execute such process without regard to race, color, national origin, gender, age, marital status, sexual orientation, and/or disability.

c. Assignment Description

The Communications Department shall articulate the specific functions and description for each volunteer assignment. Prior to any volunteer assignment, a position description should be developed which shall include a description of the purpose and duties of the position, the designated Communications Department supervisor and worksite, a timeframe for the performance of the job, and a listing of job qualifications. Volunteers shall be limited to the specific assignment and role delegated by the Communications Department.

d. Application

The Communications Department shall develop an application form as a screening tool that each potential volunteer must complete. This application may be print and/or web-based as determined by the Communications Department. Those volunteers under age 18 and serving on a City board or commission must have written consent from a parent or legal guardian. In addition to the application which shall authorize a background check, potential volunteers must provide the City with (1) Indemnification and Release Form; and (2) Applicant Disclosure Affidavit. The City has the right to refuse any applicant for any reason.

e. Physical Testing

If there are physical requirements necessary for the performance of a volunteer assignment, a screening procedure may be required to ascertain the ability of the volunteer to safely perform the task.

f. Background Checks

Prior to selection, volunteers may be required to submit to a criminal/sex offender background check determined by, conducted at the direction of, and paid for by the City. Volunteer applicants who do not agree to the background check may be refused assignment by the City.

a. Reference Checks

As part of the application or upon request, potential volunteers may be required to provide personal references with the expectation that references may be used to help determine the suitability of the applicant.

h. Interview

Prior to receiving a volunteer assignment, all volunteers will be interviewed by the Communications Department Representative. The interview is intended to determine the qualifications of the volunteer as well as the volunteer's interest in the requirements of the assignment. Interviews may be held in person or over the phone at the discretion of the Communications Department Representative. In considering the requirements of the assignment, the Communications Department shall acknowledge that the Federal Labor Standards Act ("FSLA") prohibits employees from volunteering to do the same activities that they are normally paid to perform while employed with the City.

i. Appointment

Volunteers shall be appointed at the discretion of the Communications Department. The Communications Department shall maintain a list of those individuals appointed.

j. Orientation/Training

Once volunteers have been selected, they may receive an orientation from the Communications Department on the nature and operation of the assignment or activity. Failure to attend the orientation may constitute grounds for the City's dismissal of the volunteer from volunteering.

k. Scheduling

The Communications Department shall work with volunteers to set an acceptable schedule for their assignment. The assignment shall be no longer than two (2) hours in length. If a volunteer cannot attend his or her assignment, the volunteer shall notify the Communications Department representative as soon as possible.

l. Appearance/Volunteer Identification

The Communications Department shall provide volunteers information on the appropriate dress required for their volunteer assignment. Should a volunteer have any questions or concerns, the volunteer should contact the Communications Department representative. Volunteer identification is important to assist community members in identifying City volunteers at Communications Department events. The Communications Department Representative shall provide all volunteers with name tags or other appropriate forms of identification prior to any volunteer assignment.

m. Work Site

An appropriate work site shall be provided for any volunteer assignment and shall include any necessary facilities, equipment and space to enable the volunteer to perform his or her assignment.

n. Attendance

Volunteers are expected to report on time to their assignments. In the event a volunteer will be late, is ill or unable to be present at an assigned event, he or she must contact the Communications Department Representative as soon as possible. Volunteers are expected to officially sign in and sign out with the Communications Department Representative upon arrival and departure at an assignment.

o. Supervision

Volunteers shall be overseen and supervised by the Communications Department.

p. Timesheets

Accurate records of time and attendance must be kept by the Communications Department Representative for all volunteers. A sign-in log, timesheet, or other form may be used for tracking volunteer participation.

q. Reimbursement of Expenses

The City shall not reimburse any out of pocket expenses incurred by volunteers.

r. Service at Discretion of City

The City accepts the service of volunteers with the understanding that volunteer service is at the sole discretion of the City. The City may at any time, with or without cause, terminate the volunteer's relationship with the City. A volunteer may at any time, for any reason, determine to terminate his or her relationship with the City. Notice of such decision shall be communicated to the Communications Department Representative as soon as possible.

VI. POLICY - Volunteer Conduct

a. Customer Relations

A volunteer is an ambassador for the City and should conduct all activities on behalf of the City in a customer-friendly manner that reflects positively upon the City. A volunteer has a duty to contribute to the public good while serving on behalf of the City.

b. Equal Opportunity

The City is committed to providing equal opportunity for all volunteers. The City will attempt to make reasonable accommodations for all volunteers with disabilities. Please contact the Communications Department Representative to discuss necessary arrangements in advance.

c. Safety and Reporting Emergencies

Volunteers are expected to exercise caution in all activities. Volunteers must immediately report any medical emergency, accident, injury, unsafe equipment or conditions to the Communications Department Representative.

d. Political Activity

All volunteer activities will be free from political affiliations. While volunteering on behalf of the City, a volunteer must refrain from participation in political causes, promotions or campaigns.

e. Harassment/Sexual Harassment

All volunteers have a right to work in an environment free from all forms of discrimination, coercive or disruptive activity, and harassment of any kind. Any form of harassment or discrimination based on, but not limited to race, color, religion, sex, national origin, age, disability, sexual orientation, or any other protected characteristic will not be tolerated.

f. Workplace Violence

Violence or the threat of violence against or by any volunteer is unacceptable. Volunteers should report any incident of violence to the Communications Department Representative.

g. Alcohol and Drugs

Alcohol and drug use is prohibited. This includes anyone who brings, possesses or is suspected of being under the influence of any form of narcotic, drug, or alcohol; or anyone who transfers, sells, or attempts to sell. Volunteers who violate this policy are subject to immediate dismissal.

h. Smoking

Smoking is prohibited in all City facilities and is limited to designated areas in Centennial Center Park. City volunteers shall refrain from smoking while volunteering for the City or shall arrange in advance smoking breaks with the Communications Department Representative.

i. No Employment Relationship

No volunteer shall be considered a City employee for any reason or pursuant to any law including the Colorado Workers' Compensation Act.

j. Governmental Immunity/Liability Coverage

Each person on the list referred to in Section V(i) shall be considered an "authorized volunteer" of the City within the meaning of the Governmental Immunity Act, C.R.S. § 24-10-101 et seq., while actually engaged in the performance of the specified volunteer functions, and shall be subject to the provisions of said Act for acts or omissions which occur during the performance of and within the scope of such functions, except for willful and wanton acts or omissions. Each such person shall also be considered an "assured" within the meaning of the City's liability coverages to the extent provided in such coverages.

k. Representation of the City

Volunteers are not authorized to act as representatives of the City other than as may be specifically indicated within an assignment description set forth by the Communications Department.

VII. EXCEPTIONS:

When deemed in the City's best interest, the City Manager shall have the authority to authorize waivers, exemptions or exceptions to the policy set forth herein.

VIII. FUTURE MINOR AMENDMENTS OF POLICY AND ADOPTION OF ADMINISTRATIVE DIRECTIVES:

By ratification, the City Council hereby authorizes the City Manager to adopt administrative directives consistent with this policy and to adopt updates and minor amendments to this policy not resulting in any decrease to budgetary revenues from operation of the Eagle Street facilities community and meeting room reservations, which shall become effective without further ratification.

IX. EFFECTIVE DATE:

2015-AP-01 shall be effective upon adoption by the City Council of a ratifying resolution.

X. APPROVAL:

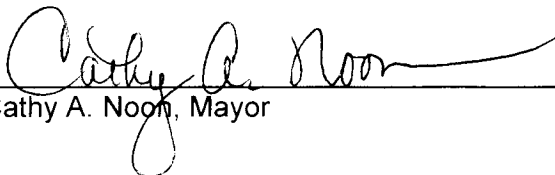


John H. Danielson, City Manager

6/10/15
Date

XI. RATIFICATION:


Resolution No. 2015-R-46



Cathy A. Noon, Mayor

6/10/15
Date

ATTEST:



City Clerk or Deputy City Clerk