



COUNTY OF INYO

USE OF UNANTICIPATED REVENUE POLICY

PURPOSE:

The purpose of this policy is to encourage and enable Inyo County Departments to utilize and support volunteers. It is the intent of this policy that volunteering will be of mutual benefit to the volunteer and the County.

DEFINITION OF VOLUNTEER

- A volunteer is an individual who performs hours of service for the County of Inyo for civic, charitable, health, humanitarian, recreational, public safety or general welfare reasons, without promise, expectation or receipt of compensation for services rendered, except for reimbursement of expenses, nominal fees or a combination thereof.
- Individuals shall be considered volunteers only when their services are offered freely and without pressure or coercion, direct or implied, from the County.
- An individual shall not be considered to volunteer if the individual is otherwise employed by the County to perform the “same type of services” as those for which the individual proposes to volunteer. The phrase “same type of services” means similar or identical services. The Fair Labor Standards Act prohibits such practice. In marginal cases, departmental volunteer coordinators shall contact Personnel for clearance. Volunteers do not supplant County employees; they assist paid staff or provide services that constitute elements of regular County positions and augment the established and mandated services of the County.

REQUIREMENTS FOR USE OF VOLUNTEERS

Departments utilizing volunteers will designate an employee who will be the department volunteer coordinator. The coordinator shall be responsible for:



1. Developing job descriptions and duties for volunteers.
2. Coordinating with Risk Management to ensure background checks are conducted for sensitive assignments. Sensitive assignments include, but are not limited to:
 - a. Assignments that involve access to or custody of cash, equipment, drugs or confidential information;
 - b. Assignments involving the rendering of one-on-one services to children, individuals with disabilities, or senior citizens; and
 - c. Assignments to County departments that dispense County benefits to the public.
3. Ensuring that all volunteers complete and submit Volunteer Enrollment documents. Those documents shall be provided to Risk Management prior to the volunteer start date so that appropriate insurance may be maintained.
4. Obtaining clearance from Personnel and Risk Management for situations involving "same type of service" and "sensitive assignment" issues.
5. Ensuring that orientation and training is provided to the volunteer so that tasks may be performed in a safe manner.
6. Ensuring that volunteers are advised of and comply with applicable rules and regulations, including, but not limited to safe work practices and maintaining confidentiality.
7. Fully informing the volunteer of medical and liability coverage.
8. Notifying Risk Management of any incident with injuries, property damage or that may result in a claim.

ORIENTATION AND TRAINING

Orientation of new volunteers provides them with background and general information about the department and enables the volunteers to understand how their volunteer position fits in with overall operations. The content of the orientation will vary from department to department depending on the special situations unique to each department. All volunteers must receive training necessary to enable them to do the work of their volunteer assignments. This training may be on-the-job or formal in-service group training. The training should take into consideration individual needs, knowledge, abilities and skills and should focus on the tasks the volunteer will be performing. In most instances the supervisor will conduct on the job training.



GENERAL AND AUTOMOBILE LIABILITY AND ACCIDENT INSURANCE

The County of Inyo shall purchase the following excess insurance to cover the activities of volunteers while acting for or on behalf of the County:

- Excess Accident Medical Coverage: \$50,000 excess of Medicare, Medicaid, and any other insurance that the volunteer has in place. Pays up to \$50,000 for medical treatment, hospitalization and licensed nursing care required as the result of a covered accident.
- Excess Automobile Liability Insurance: \$500,000 excess of the volunteer's own insurance. The volunteers must maintain auto liability coverage at least equal to the state required minimums.
- Excess Volunteer Liability Insurance: \$1,000,000 protection for volunteers who are liable for bodily injury or property damage arising out of the performance of their duties. The coverage is in excess of and noncontributing with any other valid and collectible insurance the volunteer has.

VEHICLE OPERATION

Volunteers may be authorized to operate personal vehicles in the course of their volunteer duties in accordance with the following procedures:

- Volunteer must authorize County to obtain DMV Driving Record-Pull Notice.
- DMV Record must exceed standards outlined on Volunteer Driving Standard Form.
- Volunteers must provide Proof of Insurance that meets the minimum requirements of the State of California.
- Volunteers shall not operate County vehicles.

PAYMENT OF EXPENSES, BENEFITS OR FEES

Volunteers may be paid expenses and nominal fees, or any combination thereof, for their service without losing their status as volunteers. Examples include, but are not limited to:

- Mileage reimbursement for specific functions requiring personal vehicle use.



- Reimbursement for tuition, training registration, transportation and meal costs involved in attending classes.
- A gift card, nominal fee, monthly or annual stipend as long as the fee is not a substitute for compensation and is not tied to productivity.

RIGHT OF REFUSAL AND TERMINATION

The County of Inyo accepts the service of volunteers with the understanding that such service is at the sole discretion of the County. The County retains the right to refuse the services of a volunteer or terminate the volunteer assignment at any time.

RECOGNITION

It is the policy of the County that volunteers receive recognition for their contributions. Such recognition may include:

- Thanking a volunteer for his/her efforts.
- Recognizing the volunteer's potential and using it.
- Asking the volunteer of his/her opinion.
- Going to lunch occasionally with the volunteer.
- Receiving class cred for volunteer work.

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The following forms may be downloaded by clicking on each link:

[Volunteer Enrollment Form](#)

[Volunteer Agreement](#)

[Volunteer Driving Standard Form](#)