VOLUNTEER POLICY FOR GROUPS

I. GENERAL
The Borough encourages and welcomes volunteers. Volunteers contribute to the achievement of Borough goals and objectives.

II. PURPOSE
The purpose of this policy is to define the process for volunteer groups to work on Borough related projects. There is a separate Volunteer Policy for Individuals (FNSB No. 65.21) that establishes the process for individual volunteers to serve in a volunteer capacity.

III. RESPONSIBILITY
A. Each department director utilizing Volunteer Groups shall ensure that the procedure set forth in this policy is followed by their department staff in a consistent manner.

B. Compliance with this policy is the responsibility of all Borough employees.

C. Human Resources shall maintain this policy.

IV. POLICY
A. The Borough welcomes volunteers and their contributions to the achievement of Borough goals and objectives as they promote community involvement. The ideal projects pursued under this policy will be routine maintenance and repair projects, but may also include minor improvement projects.

B. The Borough will not use volunteers in place of budgeted regular positions or to circumvent the hiring/budgeting of permanent positions and subcontract provisions of any current collective bargaining agreement.

C. This policy does not apply to Service Area Commissioners, volunteers for entities contracted by the Borough to provide fire or emergency medical services, or individuals who volunteer under the Volunteer Policy for Individuals, FNSB No. 65.21.

D. Volunteers will not directly staff public service areas, work with confidential data, or operate large equipment.

E. Power tools should only be used by persons at least 18 years of age.
F. Former Borough employees who have separated from the Borough with an “ineligible for rehire” status will not be accepted as volunteers.

G. Current Borough staff cannot volunteer in a capacity similar to their work that is performed as a Borough employee.

H. Volunteers shall comply with established Borough policies and procedures and all local, state, and federal laws.

I. Volunteer Groups and volunteers shall not utilize the volunteer opportunity to advertise to or otherwise engage in outreach efforts with FNSB patrons or employees during volunteer activities. Volunteer Groups shall not display their organization’s signs or logos, to include on individual volunteers’ clothing, during the project.

V. PROCEDURE

A. The Borough will identify and publish an annual list of projects that are available for Volunteer Groups’ participation.

1. By mid-November of each year, Directors will add projects within their Departments that could be completed by a volunteer group to a proposed project list.

2. Directors will identify whether the project is routine maintenance and repair or an improvement project, which will be evaluated by Public Works.

   a) If the project is routine maintenance and repair, the Initiating Department will oversee the project by assigning a Volunteer Coordinator to manage the FNSB’s role in the project and to be the Project Leader’s primary point of contact.

   b) If the project is categorized as an improvement project, the Public Works Department will appoint a Project Coordinator to oversee and manage the project, and ensure that all legal requirements are met including professional design requirements, permits, compliance with building codes, and inspections.

3. Proposed projects will be submitted to Risk Management for review of liability and safety concerns.

4. Directors will forward the proposed project list to the Mayor’s Office for review and approval. The Mayor’s Office may evaluate and add projects to the list at any time.

5. The Mayor’s Office will review the proposed project list and select/approve projects for addition to the project list. Assembly approval is required if a proposed project will result
in an improvement to Borough property or if the value of the improvement or service exceeds $50,000.

6. The approved list will be distributed back to the Directors who have projects on the approved project list as well as to the Public Works Department.

7. Initiating Departments will promote their approved projects.

B. Groups wishing to volunteer on any of the listed projects shall complete and submit an application form to the initiating Department.

1. No volunteer work shall commence until the Borough Mayor's Office approves the group volunteering to work on its selected project.

2. An organization that wishes to mobilize its volunteers for a Borough project must designate a Project Leader. The Project Leader will be the point of contact for the Borough's Volunteer Coordinator or Project Coordinator.

   a) The Project Leader shall submit an application for an approved project to the Department's Volunteer Coordinator. The application shall include descriptions of:

      1. Proposed project including location, scope, desired date and time;

      2. Monetary value expected to be donated for the project (including volunteer time);

      3. Number of volunteers anticipated to participate;

      4. Names of volunteers expected to participate as well as the age of each volunteer who is under the age of 18. If under the age of 18, the actual age is required to be listed on the application form;

      5. What assessment the Project Leader has done or will do to match individual volunteers with the volunteers' capabilities;

      6. Tools or equipment requested from the FNSB;

      7. Tools or equipment to be provided by the organization;

      8. Orientation and training that will be provided to the volunteers immediately prior to beginning the project.

C. Initiating Departments will evaluate submitted applications. If more than one Volunteer Group submits an application for the same project,
then the Initiating Department shall review the applications to see which application(s) best meets the Initiating Department’s timelines and objectives.

D. Once a Volunteer Group has been selected, the Initiating Department shall:

a) Verify the Volunteer Group’s existence as a legal entity.

b) Identify specific issues including, proposed use of power tools or proposed use of volunteers who are minors.

c) Coordinate with the Volunteer Group’s Project Leader to ensure appropriate volunteer orientation and training.

d) Specify Borough expectations regarding performance and project deliverable(s). For example, specify the depth and radius of mulch or that a painting project must be performed neatly and to completion (e.g. the entire building must be painted).

e) Develop a work plan incorporating these considerations as well as specifying scope and Borough expectations. A proposed project that is complex, has identified risks, or impacts or modifies Borough facilities should have a more detailed work plan; these work plans shall be reviewed by the Risk Manager and, where Borough facilities or improvements are involved, the Public Works Department. A formal contract and/or insurance may be required.

f) Submit the plan to Human Resources for verification that the listed volunteers are eligible to volunteer and notify the Project Leader if any volunteer is deemed ineligible.

g) Establish and maintain record-keeping procedures.

2. At the beginning of the project, the initiating department’s Volunteer Coordinator or the department that provides the equipment shall perform a volunteer orientation, addressing the specific project location as well as safety training for Borough-provided tools, equipment, etc.

3. The Project Leader shall:

a) In addition to the Borough Volunteer Coordinator’s orientation and training, perform orientation and training immediately prior to the beginning of the project, including training regarding use of any organization-provided tools, equipment, etc.
b) Ensure that all volunteers understand the scope of the project and each volunteer’s assignment. Ensure that only those tasks/activities as approved by the FNSB are completed.

c) Exercise reasonable care for the welfare of individual volunteers and for third parties in the area of, or who may encounter, the project.

d) Ensure that volunteers who are minors are appropriately supervised.

e) Ensure that volunteers understand that each individual is subject to FNSB policies and procedures.

f) Ensure that FNSB protocols are implemented and observed. If the FNSB required volunteers to sign liability waivers, the Project Leader shall ensure that each volunteer has signed and submitted a waiver prior to participating in the project.

g) Ensure volunteers wear project-appropriate attire to include protective clothing such as gloves or safety goggles. Examples of inappropriate attire may be found in FNSB Policy 65.18.

4. Throughout the performance of the project, the Volunteer Coordinator and/or the Project Coordinator shall periodically check the work of the Volunteer Group to verify that it is within the scope of the work plan and that the work meets acceptable standards to produce an adequate end product. At least one check-in should be performed at the beginning of the project so that corrections may be made. Although the Project Leader is responsible for volunteer and third-party safety, the Volunteer Coordinator or Project Coordinator shall intervene to stop any observed safety concerns.

   a) The Volunteer Coordinator or Project Coordinator may terminate a project with or without cause.

5. The Volunteer Coordinator or Project Coordinator may organize recognition events and activities for individual and organization volunteers.

VI. SUPPLEMENTAL INFORMATION

A. References - None

B. Definitions
1. "Improvements" means a valuable addition made to property or a valuable change in its condition, amounting to more than mere repairs or replacement, which are intended to enhance its value and utility or to adapt it for new or further purposes, including new construction. Examples include modifications or installations of playground equipment, and other capital improvement projects.

2. "Initiating Department" means the Borough department that proposed adding the project to the approved projects list.

3. "Project Coordinator" means a Public Works employee assigned to oversee a group volunteer project under this policy that is categorized as an improvement project.

4. "Project Leader" means a person designated by a Volunteer Group to submit a project application and to be responsible for all obligations under the project.

5. "Routine Maintenance and Repair" means simple, small-scale activities (usually requiring only minimal skills or training) associated with regular and general upkeep of a structure, grounds, building, equipment, machine, plant, or system against normal wear and tear. Examples include painting, cleaning, brushing trails, tree and plant maintenance such as mulching and litter clean up.

6. "Volunteer" means a person who performs or gives services of their own free will and who is not compensated for their time and effort.

7. "Volunteer Coordinator" means a Department employee who is assigned to oversee and coordinate a group volunteer project under this policy that is categorized as routine maintenance or repair.

C. Attachments

1. Groups Performing FNSB Projects Volunteer Application

D. Revision History

Supersedes Policy No. Effective Dates.

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