



HUMAN RESOURCE POLICIES AND PROCEDURES

Policy:	Volunteer Worker Policy	
Date: June 9, 2009	Revision Date: April 1, 2015	Approved by: Human Resources

PURPOSE

To ensure the safety and security of the workplace at Eastern Municipal Water District. These procedures will apply to all persons who volunteer in an unpaid status, and are working on-site at an Eastern Municipal Water District facility.

POLICY STATEMENT

Departments may request the use of volunteers or unpaid interns to perform work at District facilities for the educational benefit of the volunteer/unpaid intern. Volunteer/unpaid interns will receive no compensation, including reimbursement for mileage, supplies, etc. Volunteer/unpaid interns serve at the pleasure of the District, and are considered "at-will."

The volunteer/unpaid intern must have an assigned supervisor, and is required to attend safety training appropriate for the duties that will be performed. The volunteer/unpaid intern shall not be allowed to drive District vehicles.

PROCEDURE

Requests for a volunteer or unpaid intern must be approved by the requesting department's Director and approved by the appropriate AGM/DGM before being submitted to the Director of Human Resources for approval. The approved request may be submitted via memo or e-mail, and must specify the tasks that will be performed, by whom the volunteer/unpaid intern will be supervised, and that workspace/work station is available.

Once approved, Human Resources will schedule a drug screen and a background check, which will be paid for out of the requesting department's budget. The volunteer or unpaid intern will not begin work until receiving clearance from both the drug screen and background check. Current volunteers must complete a District paid drug screen and background check within 60 days of adoption of this policy to be eligible to continue in a voluntary capacity with the District.

The volunteer/unpaid intern must read and sign the Volunteer Worker Indemnification Agreement, and fill out an emergency contact information sheet to be maintained in Human Resources. Volunteers/interns are subject to

EASTERN MUNICIPAL WATER DISTRICT
VOLUNTEER WORKER POLICY

the same dress code policy as regular District employees. In areas where uniforms are normally required, the requesting department may choose to require their volunteers to wear uniforms for

safety reasons provided that they also wear safety vests clearly identifying the person as a volunteer.

Human Resources will issue a temporary badge with general access where needed. Other access must be specifically requested. If the volunteer/unpaid intern will need a computer login, the request for login must be approved by Human Resources.

AUTHORIZED SIGNATURE ON FILE