



Cochise County Board of Supervisors

Public Programs...Personal Service
www.cochise.az.gov

Policy Title: Volunteers

Policy Number: 2222

Effective:

Supersedes:

Last Reviewed/Updated:

Scope/Coverage: County Department Directors and all County volunteers, including employees volunteering outside the scope of their normal duties.

Policy Contact: Director, Human Resources

The purpose of this policy is to provide County departments with guidelines to assist them in recruitment and placement of volunteers. In addition, departments need to ensure volunteers are protected with worker's compensation and general liability coverage. However, at no time shall the volunteer be eligible for any form of compensation or other benefits including but not limited to cash, retirement, health insurance, social security, life insurance or any other employee benefit plan or program. Additionally, at no time will the volunteer be entitled to the rights or privileges of the Cochise County Merit Rules.

Criteria/Requirements: A volunteer must be at least age eighteen (18) years of age, except as outlined in other County policies. In addition, a volunteer arrangement must comply with the County's Nepotism Policy. The Department Director must approve volunteers, prior to having them perform an assignment. Departments are not required to accept all volunteers and have the discretion to decline a volunteer's services. Volunteer service and assignments may be terminated or amended at the discretion of Department Directors acting on behalf of the County. Nothing in the volunteer arrangement shall be construed to imply that after participation in or completion of the volunteer service, the volunteer will have a right to any form of employment or continued volunteer service with Cochise County.

To mitigate liability to the County, volunteers will be required to attend a Volunteer Orientation program conducted by Human Resources or the Department, prior to performing any work and must sign the volunteer agreement form and other required forms (see below). Such training will be similar in nature to the New Employees Orientation Program (excluding portions dealing with employee benefits) and may include but not be limited to expectations regarding ethical behavior, proper use of County property and resources, confidentiality, financial responsibility, sexual harassment/discrimination prevention, any applicable County driver safety training and compliance with the County policy regarding illegal drug or alcohol use.

When a department selects a volunteer, the department provides the volunteer with a Volunteer Information Packet, containing the following documents:



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1. Volunteer Program Information Sheet
2. Volunteer Information
3. Volunteer Agreement
4. Acknowledgement Forms for:
 - a. Worker's Compensation for Employees
 - b. Drug and Alcohol Policy
 - c. County Policy Prohibiting Discrimination & Sexual Harassment
 - d. Safety in the Workplace
 - e. Acceptable Use Policy (AUP) for Technology
 - f. Certification of Privately Owned Vehicle Insurance
5. Copy of Driver's License

Volunteers shall abide by County policies that govern their actions. Certain County departments may have established separate job-specific volunteer policies based on their mission, funding and mandates. Volunteers are not considered employees for any purpose; however, they are covered by worker's compensation and general liability protection without cost to the volunteer while they are performing duties for the County. For Worker's Compensation purposes, volunteer hours must be reported by each department to the Human Resources Department quarterly. Volunteers are not eligible for retirement, health or any other benefits.

County employees may volunteer hours in the County provided the services performed in the volunteer capacity are not the same type of services they are paid to perform for the County.

A prospective volunteer's qualifications and interests will be considered to determine eligibility for an assignment. Each department will develop a description of the volunteer assignment and determine if a background check is required. An interview and reference check may be required by the Department Director prior to any agreement for a volunteer work assignment. If a background check is required, it will be completed consistent with the County policy for employees, and prior to any volunteer assignment.

Each department is responsible for training their volunteers. (Training must be completed successfully before the volunteer may begin the assignment.)

If volunteers will be working with machines and/or equipment, they must be provided with the proper personal protective equipment. If the volunteer will be working with machines and/or hazardous equipment, they must be directly supervised by a trained staff member.



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Departments are responsible for deciding which assignments require the use of County vehicles and for screening volunteers for ability and safety to drive. If a volunteer is authorized to use their privately-owned vehicle on County business, the owner of the vehicle has primary liability for accidents arising out of maintenance or use of that vehicle. Private vehicle accidents should be reported to the volunteer's insurance company. The driver's insurance company is primary and minimum limits of liability must be maintained. County liability, if any, is secondary.

Volunteers who drive in any capacity for the County shall submit their driver's license to be photocopied and provide proof of current insurance coverage. Any suspension of a driver's license or lapse of insurance shall be reported immediately to the volunteer's supervisor.