

**Carteret County
Government
Volunteer Program
Policy**

Table of Contents

| | | |
|------|-----------------------------------------------|--------|
| I. | Purpose..... | Page 3 |
| II. | Volunteer Defined | Page 3 |
| III. | Policy | Page 3 |
| IV. | Carteret County Safety and Health Rules | Page 3 |
| V. | Procedures..... | Page 4 |
| | A. Written Department Procedures | |
| | B. Recruitment | |
| | C. Record Management | |
| | D. Volunteer Assignments | |
| | E. Attendance and Time | |
| | F. Dress Code | |
| | G. Orientation, Education and Training | |
| VI. | Volunteer Liability..... | Page 6 |
| | A. Conduct | |
| | B. Non-Disclosure Agreement | |
| VII. | Addendum A: Background Disclosures..... | Page 8 |

Carteret County Government Volunteer Program Policy

I. PURPOSE

Carteret County Government takes pride in maintaining and developing a strong community partnership that allows community members with interest and applicable skills to take part in each of the County's departments. Volunteer opportunities range from annual one-time assignments to those that are ongoing. Countless volunteers invest their time, energy, skills, and talent to help make Carteret County departments run efficiently.

II. VOLUNTEER DEFINED

A volunteer is defined as an individual who performs hours of service in our County Departments for civic, charitable, or humanitarian reasons without promise, expectation, receipt of compensation for services provided or to gain experience in specific endeavors.

Individuals shall be considered volunteers only where their services are offered freely and without pressure of coercion, direct or implied, from the County.

Carteret County Government complies with regulations set forth in the Fair Labor Standards Act for individuals performing volunteer services for local governments

III. EQUAL EMPLOYEE OPPORTUNITY POLICY

Carteret County Government volunteers will be selected and placed without regard to race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, parental status, military service, or other applicable legally protected categories

IV. CARTERET COUNTY SAFETY AND HEALTH RULES

Carteret County Government values its volunteers and their participation with the same commitment that it values its employees. Because of this, Carteret County Government requires all volunteers to understand the general safety rules outlined in this policy. It will also be extremely important to follow all safety rules exclusive to the area in which the volunteer is functioning.

1. Supervisors will be responsible for training volunteers on their building safety rules and Emergency Evacuation Plan. Supervisors will be responsible for training each volunteer in their area for specific job tasks and safety requirements for each task.

2. Volunteers shall report to their department supervisor any incident or accident immediately, but no later than 24 hours from the date of the incident. The volunteer's supervisor shall document the incident on the Injury/Incident Report form and forward it to the Risk Analyst in the Human Resources Department.
3. It is the responsibility of every volunteer to adhere to the safety rules and regulations that apply to the area that they are volunteering.
4. Volunteers should perform duties in which they have experience in or have been trained for. If any volunteer is asked to perform any task that is unsafe or that gives a level of concern, they should consult with their supervisor or the Risk Analyst.
5. Volunteers will not operate vehicles and equipment unless they have been trained and certified in the same manner as a regular employee. Supervisors will be held accountable that the training is complete, prior to the volunteer operating the equipment. All volunteers must have approval from the County Manager prior to driving a County-owned vehicle.
6. Each department supervisor should equip each volunteer with the correct Personal Protective Equipment for each task requiring such.
7. Volunteers should report any unsafe conditions to their supervisor.
8. Under normal conditions, walk and do not run.
9. Fighting, disorderly conduct, horseplay and practical jokes are not allowed.
10. Smoking regulations must be followed at all times.
11. Unauthorized firearms or explosives will not be allowed on Company property.
12. No volunteer will be permitted to perform duties if his or her abilities or alertness is so impaired through fatigue, illness, or other causes, as to make it unsafe for himself or others.
13. Being under the influence of alcoholic beverages, prescription drugs, non-prescription drugs, or illegal drugs on county property is prohibited.
14. Jewelry, loose clothing, neckties, or loose headbands will not be worn when volunteering around rotating machinery or equipment.
- 15. Under NO circumstances should a volunteer be allowed to work on any electrical circuit or device. Only County approved employees perform these tasks.**
- 16. Under NO circumstance should a volunteer be allowed to handle Hazardous Chemicals. Supervisors must train each volunteer of any chemical that they will be working around.**

V. PROCEDURES

A. Department Procedures

Each department that needs to utilize volunteers will develop and maintain written procedures to supplement this policy which will address specific methods to recruit, interview, select, orient, train, supervise, and recognize volunteers within their

department. These procedures are subject to review by the Human Resources Department.

B. Recruitment

Each department that needs to utilize volunteers will use consistent recruiting procedures appropriate to the specific program area. Standardized use of forms and pre-employment screenings are part of this process.

1. Potential volunteers must complete a Carteret County Governments Volunteer Application and consent to perform a background check.
2. As warranted by the department and specific program, background checks may include driving record, reference checks of prior employment and/or volunteer, and criminal investigation to check for criminal history.
3. Failure to consent and/or submit to background checks as required for the volunteer opportunity will render the applicant ineligible to volunteer for Carteret County.
4. Volunteers that are inactive for six months will be required to undergo the application and background check process again.

C. Record Management

1. A system of records will be maintained on each volunteer within each County department, including dates and hours of service, position(s) held, volunteer services performed, and evaluation of volunteer performance.
2. Volunteer personnel records shall be kept confidential in the Carteret County Government Human Resources Department.

D. Attendance and Time

1. Departments shall establish work schedules which will meet the operational needs of the department.
2. Volunteers shall notify their supervisor in advance if they are unable to be present on their scheduled day and time.
3. Any volunteer needing service hours recorded, will be responsible for self-recording their time and providing that time to their supervisor for approval.
4. Volunteers shall not be compensated for time served.

E. Dress Code

1. It shall be the responsibility of all volunteers to represent the County, to the public, in a manner which shall be courteous, efficient and helpful. County volunteers should always be well-groomed and dressed in a manner suitable for the public service environment and to reflect favorably the County's image. The volunteer's supervisor will discuss the subject of personal appearance with the employee if it is felt it does not positively reflect the image of the County.

2. All attire should be neat, clean, pressed and in good condition. Any volunteer deemed by the Department Head to be inappropriately dressed will be asked to return home in order to change clothes.

F. Orientation, Education, and Training

1. Volunteers are provided with orientation, education, and training programs as applicable to the department in which they are volunteering. The department will arrange an induction to the organization and relevant training.

VI. VOLUNTEER LIABILITY

A. Conduct

Volunteers are expected to follow rules of conduct that will protect the safety and interest of Carteret County Government, volunteers, and staff. Examples of conduct, which could lead to dismissal include, but are not limited to, the following:

1. Demonstrated inefficiency, negligence, or incompetence in performance of duties;
2. Frequent absences or tardiness of volunteer's schedule;
3. Violation of safety rules;
4. Fraud or theft;
5. Falsification of records for personal profit, to grant special privileges, or to obtain employment;
6. Willful misuse or gross negligence in the handling of County funds;
7. Willful or wanton damage or destruction to property;
8. Willful or wanton acts that endanger the lives and property of others;
9. Brutality in the performance of duties;
10. Engaging in incompatible employment or servicing a conflicting interest;
11. Request or acceptance of gifts in exchange for favors or influence;
12. Stated refusal to perform assigned duties or flagrant violation of work rules and regulations.

VII. NON-DISCLOSURE AGREEMENT

This Volunteer Non-Disclosure agreement is made between Carteret County Government and the volunteer and is effective on the first day of volunteering. Volunteer is performing services for Carteret County Government without promise, expectation or receipt of compensation for services rendered/provided, and in the process may be exposed to Confidential Information. The Agreement is intended to prevent the unauthorized disclosure of Confidential Information.

- I. Personal Health Information.** During your time as a volunteer for Carteret County Government you may have access to personal health information ("PHI") relating to

employees or citizens. PHI may consist of medical records, billing, and financial records or any individually identifiable health information. PHI is protected by the Health Insurance Portability and Accountability Act (“HIPAA”). HIPAA permits access to PHI on a “need to know” basis. Therefore, unless authorization has been granted, any intentional accessing of PHI, or circumvention of PHI security protocols, is prohibited.

II. Confidential Information. “Confidential Information” consists of PHI as well as proprietary information relating to Carteret County Government and its employees or citizens, including, but not limited to: medical and financial records, revenues, identification and account numbers and names or other information conveyed in writing or in a discussion that is indicated to be confidential.

III. Non-Disclosure. Without assigned departments’ prior written consent, volunteer will not: (a) disclose Confidential Information to any third party; (b) make or permit to be made copies or other reproductions of Confidential Information; or (c) make any commercial/personal use of Confidential Information.

IV. Return of Confidential Materials. Upon assigned department’s request, volunteer shall immediately return all original materials provided and any copies, notes or other documents in volunteer’s possession pertaining to Confidential Information.

V. Term. This Agreement and volunteer’s duty to hold Confidential Information in confidence shall remain in effect until termination or until whichever of the following occurs first: (a) Company sends volunteer written notice releasing it from this Agreement, or (b) Confidential Information disclosed under this Agreement ceases to be confidential.

VIII. POLICY ACKNOWLEDGEMENT AND BACKGROUND CONSENT

My signature below represents I have read and received the Volunteer Policy adopted January 9, 2020 and agree to abide by its guidelines. In addition, I have received Addendum A and consent to a background check as outlined in this policy.

Print Full Name: _____

Sign Full Name: _____

Date: _____

ADDENDUM A: BACKGROUND DISCLOSURES

DISCLOSURE OF PROCUREMENT OF CONSUMER REPORT

PLEASE BE ADVISED that Carteret County Government (the “Company”) may obtain information about you from a third-party consumer reporting agency to evaluate your eligibility for the purpose of utilizing your volunteer services. Thus, you may be the subject of a consumer report which may include information about your character, general reputation, personal characteristics, or mode of living.

DISCLOSURE OF PROCUREMENT OF INVESTIGATIVE CONSUMER REPORT

PLEASE BE ADVISED that Carteret County Government (the “Company”) may obtain an investigative consumer report about you from a third-party consumer reporting agency for the purpose of utilizing your volunteer services. This report may include information about your character, general reputation, personal characteristics, and mode of living, and it may involve personal interviews with sources such as your neighbors, friends, and associates, as well as past and present employers, coworkers, references or others. You have the right, upon written request to the Company made within a reasonable period of time after receipt of this notice, to request a complete and accurate disclosure of the nature and scope of the investigation requested by the Company. You also have the right to request a summary of your rights under the federal Fair Credit Reporting Act.

AUTHORIZATION

I HEREBY AUTHORIZE Carteret County Government (“the Company”) to obtain consumer reports and investigative consumer reports about me at any time after receipt of this Authorization and, if my services are utilized, throughout my volunteer services. To this end, I hereby authorize, without reservation, any person or entity, law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer, or insurance company to furnish any and all background information to Global HR Research at 2700 Corporate Drive, Suite 100, Birmingham, Alabama 35242, 866-859-0143, www.ghhr.com.

The term background information includes, but is not limited to, employment history, reference checks, criminal and civil history information, motor vehicle records, moving violation reports, sex offender status information, credit reports, education verification, professional licensure verification, drug testing, and information related to my Social Security Number.

I acknowledge receipt of three separate documents entitled Disclosure of Procurement of Consumer Report, Disclosure of Procurement of Investigative Consumer Report, and a Summary of Your Rights under the Fair Credit Reporting Act, and I certify that I have read and understood all of those documents. I understand I can view GHHR’s Privacy Policy on its website at www.ghhr.com. I agree that a facsimile, electronic or photographic copy of this Authorization shall be as valid as the original.