



# CITY OF JANESVILLE

*Wisconsin's Park Place*

## **MUNICIPAL VOLUNTEER PROGRAM**

### ***GUIDING PRINCIPLES***

The purpose of the City of Janesville Municipal Volunteer Program (MVP) is to enhance municipal service delivery and promote learning and community involvement opportunities for Janesville residents through participation in City programs and services. The MVP is designed to coordinate and manage volunteer efforts, which support existing services provided to the community.

### ***GOALS***

1. Increase public awareness and knowledge of municipal services and programs.
2. Supplement paid City staff's efforts to deliver quality services and provide innovative programs to the community.
3. Provide opportunities to become involved in the Janesville community.
4. Develop a flexible framework for City departments wishing to use the services of volunteers.

### ***VOLUNTEER COORDINATOR***

Carri Salus

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The Volunteer Coordinator is responsible for screening and referring volunteers to City departments. The Volunteer Coordinator acts as a liaison between the volunteers and staff, and is available should any problems, questions, or concerns arise regarding volunteer positions or volunteer assignments.

### ***BENEFITS OF VOLUNTEERING***

The City of Janesville extends its gratitude and welcomes all interested persons who wish to participate in its MVP. There are many benefits to becoming a volunteer with the City, including:

- Opportunities to work with and learn from talented and experienced City staff.
- Improve accessibility to City government.
- Invitations to citywide volunteer appreciation events.
- Networking opportunities, letters of reference, and job-training.
- Intrinsic rewards, including helping others, giving back, being a part of a larger community.
- Volunteers may deduct non-reimbursable out of pocket expenses directly related to their volunteer service on their taxes.

## ***VOLUNTEER GROUPS***

The City has a long history of partnering on projects to improve public infrastructure and spaces. Volunteer groups looking to explore a partnership with the City are encouraged to contact the Volunteer Coordinator and request a copy of the guidelines and a project initiation form.

## ***BOARDS, COMMISSIONS, AND COMMITTEES***

Individuals looking to participate on a City board, commission, or committee are governed by City Council Policy Statement 22. To volunteer for a board, commission or committee, please visit: <http://www.ci.janesville.wi.us/city-government/city-council/volunteering-for-a-board-commission-or-committee>

## ***CATEGORIES***

A volunteer is a person recognized and authorized by the City to perform services for the City with no expectation of payment or other compensation for services rendered willingly and freely. Volunteers are not City of Janesville employees. Volunteers must comply with the guidelines, policies, and procedures as explained to them by the respective department liaison. Volunteers must also comply with any and all state and federal regulations.

There are three categories used to identify a municipal volunteer:

1. Long-term - Volunteers who are interested in assisting any department for an indefinite period of time.
2. Short-term – Volunteers who are interested in assisting a department for a specific project or assignment with an identified end date (e.g., playground build).
3. Special event - Volunteers who are interested in assisting with a particular community event (e.g., National Night Out, The Enchanted Forest).

## ***POLICIES***

### **Access**

Volunteers will be provided with volunteer ID badges, but, in general, will not have access to City facilities. Volunteers will not be given access to the City's computer network. Any computer work that volunteers perform shall be completed with the use of a thumb drive on a local PC account which the IT Office will provide on specified PCs.

### **Age Requirements**

It is the discretion of each department in the City whether to accept youth volunteers under the age of 18, including what ages of volunteers they will accept, and what ages volunteers can participate unsupervised by a parent or guardian.

The use of minor volunteers (children 17 years old or younger) must follow federal and state law and must have documented written parental consent.

### **Application and Screening Process**

It is the intent of the MVP to provide volunteers with duties that match their skills and interests as well as meet the City's needs and goals.

- a) The City has partnered with the United Way Blackhawk Region's "Get Connected" website to advertise volunteer service opportunities. Interested individuals may sign-up for City volunteer

service opportunities through the United Way “Get Connected” website at <https://liveunitedbr.galaxydigital.com/>. Individuals may also complete and submit a volunteer interest form on the City’s website at [www.ci.janesville.wi.us/volunteerform](http://www.ci.janesville.wi.us/volunteerform).

- b) Volunteer interest forms submitted to the City will be forwarded to the Volunteer Coordinator. The Volunteer Coordinator will screen interest forms to determine the individual’s interests, qualifications, and skills in regards to available volunteer service assignments within the City.
- c) The Volunteer Coordinator will forward the interest form to the respective department liaison for review and to determine if there is an appropriate volunteer service opportunity available.
- d) Upon receiving and reviewing a volunteer interest form, the department liaison may contact an individual to schedule an interview and/or coordinate volunteer service activities.
- e) Upon completion of the screening and interview process, volunteers will be scheduled to attend a department orientation session.
- f) The Volunteer Coordinator will create and maintain a volunteer resource pool with volunteer contact information.

### **Assignment**

- a) Volunteer services may include assignments or projects that are long-term, short-term, or specific to a special event. In addition, some services may have a definite completion date while others may have an unidentified end date.
- b) Volunteers will not be assigned to displace any City employee from a paid position. In no event will a volunteer’s activities include City of Janesville union bargaining unit work.
- c) Under the Fair Labor Standards Act (FLSA) (29 CFR 553.103) City employees are prohibited from volunteering without pay to perform the same type of services the individual is employed to perform.

### **Appearance and Dress Guidelines**

The appearance of a municipal volunteer is a direct reflection on the professionalism of City services. A neat, well-groomed volunteer will present a positive image of the City and demonstrate the pride our City volunteers have. Volunteers should check with their department liaison for the appropriate attire for your position.

### **Attendance**

Volunteers are expected to always be prompt and on time in reporting for their assignment.

### **Background Checks**

Long-term and short-term volunteers in a position of trust will be subject to a criminal background check. A position of trust includes volunteering to work with youth, elderly, or other vulnerable populations. A position of trust also includes those activities with access to confidential information, money, or other valuable items. It shall be the department’s discretion to conduct background checks on volunteers who will not be performing volunteer services in a position of trust. Background checks will be coordinated by the department liaison with the Janesville Police Department. Background checks will look for offenses including, but not limited to, any history of drug abuse or drug dealing, domestic violence, DUI offenses, and sex crimes.

### **Confidentiality**

Volunteers are responsible for maintaining the confidentiality of all confidential materials, records, and information that they have access to and may come into contact with during the course of their

volunteer experience. Confidential information includes, but is not limited to, personnel records, financial information, privileged communication, etc.

### **Departmental Duties**

Communication shall regularly occur between the volunteer and the department liaison to make sure the volunteer services being provided are on track with what the department liaison assigned. If a department is contacted directly by an individual seeking volunteer service, the department will forward the individual's contact information to the Volunteer Coordinator.

### **Department Liaisons**

Department liaisons will be selected to supervise and monitor the work of volunteers. Department liaisons will identify specific services for volunteers to perform.

### **Drug Free Environment**

The City is committed to a drug free environment. The unlawful manufacturing, distribution, dispensation, possession, or use of a controlled substance on City property is strictly prohibited. Volunteers shall not consume or possess alcoholic beverages while serving in a City volunteer capacity or on any City premises.

### **End of Volunteer Services**

Either a volunteer or the City may end a volunteer opportunity at any time with or without cause or notice. Individuals do not have a right to be a volunteer. There is no appeal process for a volunteer whose services are no longer needed. A volunteer whose services have ended from a particular department's assignment may also be removed from consideration for future volunteer opportunities within other departments of the City municipal organization.

### **Identification Badges**

Long-term and short-term volunteers will be issued a Volunteer ID badge from the department liaison at the start of their volunteer activities and must turn in their badge to their department liaison when their volunteer service is complete.

### **Insurance**

While volunteering for the City, volunteers will be covered by the City's General Liability Policy so long as a volunteer is acting within the course and scope of their volunteer services. If a volunteer is driving their own vehicle, even while performing volunteer responsibilities, the volunteer's personal automobile insurance will be applicable.

### **Media Contact**

Volunteers are not authorized to speak to the media about their volunteer services or during their volunteer activities unless approved by their department liaison.

### **Orientation**

Prior to commencing volunteer services, an individual selected to serve as a Janesville municipal volunteer in a long-term or short-term capacity will be required to participate in an orientation session with the department in which they are volunteering.

## **Representing the City**

Volunteers are responsible for representing the City in a positive way while on duty or while wearing a volunteer uniform or name badge.

## **Recognition**

Because the City feels that volunteers are invaluable resources, a city-wide volunteer appreciation event is planned annually, and is part of the City's efforts to recognize volunteers for helping make our community a better place to live. Please inquire with the Volunteer Coordinator for additional information.

## **Smoking**

Volunteers are not permitted to smoke while performing volunteer activities for or representing the City. Smoking is prohibited on City property.

## ***SAFETY***

### **Emergency Response**

Department liaisons will provide instructions in the event of an emergency. If an evacuation is necessary, volunteers will move as quickly and orderly as possible and proceed to their designated meeting area. Department liaisons will also teach volunteers the location of first aid kits and AED in case of a medical emergency.

### **Accidents and Injuries**

It is required that volunteers immediately report all injuries and vehicle accidents resulting in property damage and/or personal injury or illness, no matter how slight, as well as anything that needs repair or is a safety hazard to their department liaison.

### **Training**

Department liaisons will provide safety training to volunteers specific to the task the volunteer will be performing. Training shall include the potential hazards the volunteer may encounter and how to protect themselves from those hazards, including the issuance and use of personal protective equipment (PPE).

## ***CODE OF CONDUCT***

Although it is impossible to predict every possible type of volunteer misconduct, the following are some of the types of conduct that could lead to ending the volunteer opportunity:

- Theft or misuse of City money or property;
- Conviction of a felony;
- Harassment of, or discrimination against, any individual based on race, religion, national origin, age, sex, sexual orientation, or disability;
- Falsification, unauthorized use or destruction of City records, reports, or other data, or information belonging to the City;
- Abusive or threatening treatment of any person, including, but not limited to physical or verbal confrontation;
- Insubordination or refusal to comply with directives or assignments;

- Using, consuming, possessing, having in the body, or distributing alcohol or controlled substances during working time, or while operating a vehicle to conduct City business;
- Incompetence, inattention to volunteer services, or wastefulness while on the job;
- Not performing volunteer services or functions assigned;
- Failure to properly use safety equipment, clothing, or failure to follow established safety procedures;
- Destruction, loss, or abuse of City property;
- Unauthorized use of City vehicles, equipment, or property for personal use;
- Conduct that is in violation of the law or when the conduct is, or is likely to be, unduly disruptive to the interests of the City, which interests include but are not limited to, the efficient and effective operation of the City, the orderly work environment of the City, the working relationships within the City organization, or the public trust.

## **Rights of Volunteers**

City of Janesville Volunteers may expect to be:

1. Treated with dignity and respect.
2. Receive information about their rights and responsibilities.
3. Provided necessary information to carry out their role as volunteers and to know what is expected of them.
4. Provided an orientation and training appropriate to their tasks.
5. Given support and supervision from a designated person in their work group.
6. Provided a safe working environment.
7. Free from harassment or discrimination.
8. Recognized for their efforts in providing services.

*For all activities related to the recruitment and retention of volunteers, the City of Janesville does not discriminate against or exclude individuals based upon their race, creed, religion, color, sex, national origin, handicap as defined in the Americans with Disability Act, ancestry, arrest or conviction record, marital status, membership in Military Reserve, sexual orientation, genetic testing, honesty testing, pregnancy or childbirth, use or nonuse of lawful products off the employer's premises during non-working hours, or age. Individuals requesting accommodation or accessibility information should inform the Volunteer Coordinator prior to the start of their volunteer service.*

# CITY OF JANESVILLE

## ***MUNICIPAL VOLUNTEER PROGRAM VOLUNTEER AGREEMENT***

The City of Janesville gratefully accepts you into its Municipal Volunteer Program (MVP). The City will do its very best to make your experience productive, fun, and rewarding. To that end, this agreement addresses the commitments made by the City of Janesville and you, the volunteer.

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By signing this agreement, I acknowledge that I have received a copy of this City of Janesville MVP manual. I understand that the manual may be amended at any time. I also understand that neither this manual nor any provision in it creates a contract of employment between the City and me.

I acknowledge that it is my responsibility to become and remain informed about the MVP guidelines, policies, and procedures of the City, and to abide by them, including those contained in this manual.

I also understand that my participation in the City's MVP is voluntary and that I have no expectation of compensation of any kind in connection with my program participation, contributions, or services.

Finally, I acknowledge that my participation in the MVP is a privilege, even though it is voluntary; and I understand that either I or the City may end my program participation at any time and without cause.

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Volunteer Name: \_\_\_\_\_

Volunteer Signature: \_\_\_\_\_

Date: \_\_\_\_\_