



MASON COUNTY VOLUNTEER POLICY

EFFECTIVE 3.2024

INTRODUCTION

Through the support, leadership, and dedication of department heads and elected officials, County volunteers have come to play a vital role in the enhancement of public services.

Being a volunteer is a great way to connect people with opportunities to serve our County and form meaningful partnerships. Countless volunteers currently invest their time, energy, skills, and talent to help us run more efficiently. Volunteering is one of the greatest forms of civic engagement and we appreciate the volunteers who donate their time without compensation.

Administration of volunteer assignments are decentralized; and the departmental volunteer programs vary considerably in size, scope, services, complexity, and practice. Volunteer opportunities can range from one-time events to long-term volunteer opportunities.

This policy is designed to apply effective management principles to guide activities and tasks common to all departments and identifies areas that each department volunteer designee must address.

PURPOSE

The purpose of this policy is to establish the necessary organizational, operational, and administrative procedures needed for the effective operation of managing volunteers in Mason County. This policy will provide guidance to Department Heads, Elected Officials or designee to ensure information flows smoothly and efficiently.

DEFINITION

RCW [51.12.035](#) A "volunteer" shall mean a person who performs any assigned or authorized duties for the state or any agency thereof, except emergency services workers as described by chapter [38.52](#) RCW, brought about by one's own free choice, receives no wages, and is registered and accepted as a volunteer by the state or any agency thereof, prior to the occurrence of the injury or the contraction of an occupational disease, for the purpose of engaging in authorized volunteer service: PROVIDED, That such person shall be deemed to be a volunteer although they may be granted maintenance and reimbursement for actual expenses necessarily incurred in performing his or her assigned or authorized duties.

ASSIGNMENT AND VOLUNTEER TYPES

County Employees

Current employees may volunteer their services to the County if and when the work they perform as a volunteer is outside their regular job duties. Timesheets which are maintained for volunteer employees will verify that the unpaid volunteer hours were outside of their normally scheduled workday.

Emergency Response

Activated or servicing during an emergency or disaster volunteers will be required to work within the framework of the National Incident Management System (NIMS) and the State Emergency Management System (SEMS). For NIMS Training refer to [Department of Emergency Management](#).

Spontaneous/Unaffiliated

Individual who comes forward following a disaster to assist with disaster related activities during the response or recovery phase. These volunteers are not affiliated with a response or relief agency and are not pre-registered with an accredited disaster council and have not been pre-trained.

On-Going Assignments

Volunteers placed in an on-going assignment or assignments without a definite end date must complete the volunteer Mason County on-going application (Appendix C), background check prior to placement, orientation, and training. Volunteers placed in on-going assignments will be entered into the County's financial system, MUNIS.

One-Time Event Assignments

A number of volunteer projects call for one-time-only volunteers, and for these projects it is not required to complete an application form. For one-time events volunteers must sign the one-time-event form (Appendix B).

RIGHTS AND RESPONSIBILITIES

Volunteer Rights and Responsibilities

Volunteers shall be extended the right to:

- Receive and review a clear departmental volunteer position description
- Receive orientation, training, and effective supervision
- Receive feedback on performance
- Receive formal and informal recognition for accomplishments
- Resign from volunteer services

Volunteers shall be responsible for:

- Adhering to the rules, regulations, policies and procedures of the County
- Regular, reliable and punctual attendance
- Attending orientation, trainings, and review the required policies and procedures
- Maintaining professionalism and confidentiality
- Consulting the supervisor before assuming any new assignments
- Exercising good judgment and safety practices
- Completing accurate timesheets of the volunteer hours served when applicable

Responsibility of the County

To recognize the importance of volunteers and the mission of Mason County, the County is responsible for:

- Ensuring volunteers receive adequate orientation and training to prepare for a successful and safe service experience
- Providing a clear and consistent volunteer position description
- Maintain accurate records of service
- Adhering to the Fair Labor Standards Act which states “public sector employers may not allow their employees to volunteer, without compensation, additional time to do the same work for which they are employed.”
- Conducting a preplacement background check per [RCW 28A.400.303](#)
- Requiring volunteers to be 18 years of age or older

Department Head/Elected Official or designee responsibilities:

- Recruit and retain volunteers with the assistance of Human Resources
- Create and update departmental volunteer position descriptions
- The preparation of the volunteer’s work, including proper supervision, supplies and workspace
- Informing and ensuring that volunteers comply with the policies, procedures, rules, regulations, and applicable laws
- Familiarize themselves with the safety and health hazards to which volunteers under their immediate direction and control may be exposed
- Ensuring HR has all volunteer information and files (i.e. safety records, certificates, applications, backgrounding information, any and all other confidential information)
- Maintain accurate attendance records, supplying financial services the required information on a bi-monthly basis
- Give appropriate feedback to the volunteer
- Ensure a safe working environment
- Relieving volunteers of their duties with the County when assignments are complete or when necessary

RECRUITMENT AND RETENTION

Volunteers may be recruited either through an interest in a specific function or through a general interest in volunteering. The County prohibits the replacement of a County employee by a volunteer. Mason County volunteer application can be found at: www.masoncountywa.gov

Background Checks

Each volunteer signs a release authorizing the County to conduct a background check when applying for the position (Appendix A). A background check shall be completed on all volunteers applying for an on-going assignment, volunteers participating in a one-time event may be applicable. Some duties require a more extensive criminal background investigation. The final decision regarding placement of a volunteer is made after results from the background check are complete. If there is a delay, contact should be maintained with the volunteer, to keep them informed of the status of the placement process.

Position Description

The volunteer position description for on-going assignments must provide the volunteer with expectations, obligations, essential functions, duties, the department, time commitment, minimum and preferred qualifications, and working conditions. In all cases, departments must communicate the information in position descriptions to individual volunteers. Volunteers in turn must understand, agree, and sign with what they are volunteering to do.

Documentation, Files and Identification Badge

Human Resources shall be responsible for the oversight of the official volunteer file and the issuance of identification badges, with the exception of specific DEM Programs. Volunteers shall only be provided identification badges; volunteers are prohibited from the assignment of county keys and department access.

Upon completion of the assignment or when the volunteer services are no longer needed, the department head or designee shall send all documents, files and volunteer badge to Human Resources for retention and destruction.

ORIENTATION AND TRAINING

The volunteer must gain an understanding of their role in the department and of the roles of others in their work environment. Once volunteers are selected and the background check is successfully completed, volunteers must meet with Human Resources to complete onboarding. Each department is responsible for the department specific training of the volunteers either through a formal training session or through on-the-job training.

Safety Training

Volunteers must comply with the same safety training requirements per [Mason County's Accident Prevention Program and Safety Policy](#) and all other applicable policies and procedures.

Examples of trainings include, but are not limited to:

- GB Risk Control - Driving Series
- Harassment and Discrimination
- Slip, Trip and Fall
- Safe Lifting
- Bloodborne Pathogens
- FEMA – 100, 700 and 907
- CPR/First Aid/AED

Defensive Driving Training

If the volunteer's scope of duties includes driving, they must complete the required trainings, per the [Mason County Vehicle Use Policy](#) prior to performing assignment.

INSURANCE COVERAGE FOR VOLUNTEERS

Industrial and Liability Insurance

All on-going volunteer hours for registered activities must be reported. The Auditor's Office will report volunteer hours to the Department of Labor and Industries; whereby, if an injury occurs while performing registered volunteer work, the volunteer may have medical only coverage. A volunteer is NOT covered for loss of employment time due to injury or illness, nor for a lasting disability or death. If a volunteer suffers an injury while performing registered volunteer activities, the volunteer must report the injury, regardless of severity, to the Department Head or designee immediately, and fill out the Mason County Injury/Illness form and submit to the Department Head or designee. The form can be obtained through the Department Head or designee, or found on the County's Human Resources webpage, [Mason County Injury/Illness Form](#).

Registered volunteers doing work that is approved by Mason County are considered part of the Mason County's self-insured liability program. A volunteer is acting as an agent of Mason County while volunteering. Therefore, when a volunteer is acting within the accepted limits and scope of the assigned duties/responsibilities, Mason County may

assume responsibility for liability claims that may be filed. Any claim resulting from criminal activity on a volunteer's part will not be covered by Mason County.

Mason County is not responsible for a volunteer's personal belongings/property. It is recommended that all volunteers carry insurance to cover damage to person belongings or property at the volunteer's own expense. Personal tools and equipment should not be used to perform volunteer duties. In addition, Mason County's tools are not intended for personal use.

Vehicle Insurance

Vehicle Insurance requirements are subject to the [Mason County Vehicle Use Policy](#) for any volunteer who is required to drive as part of their assignment. It is not recommended that a volunteer use their personal equipment/vehicle to perform volunteer duties. If the volunteer chooses to do so, the County is not responsible for damage, replacement or repair to such equipment.

OTHER INFORMATION

[Mason County Policies](#)

Appendix A – Release Form for background check

Appendix B – One-Time Event and Liability Waiver

Appendix C – On-Going Volunteer Application



RELEASE OF INFORMATION BACKGROUND CHECK AUTHORIZATION

I, the undersigned, grant permission for Mason County to conduct a criminal background check through Washington State Patrol or other background check agency, as a condition of my employment or volunteer status.

I understand that my employment or volunteer status is contingent of the information provided in the background check.

Applicant/Volunteer Name: _____

Date of Birth: _____

Driver's License Number: _____

Driver's License Issuing State: _____

Driver's License Expiration Date: _____

Applicant/Volunteer Signature: _____

Date: _____

ONE-TIME ACTIVITY / EVENT VOLUNTEER APPLICATION



• **Complete the application thoroughly.** Applications that are incomplete will not be accepted.

• Sign and date where applicable. Original signature is required.

- Keep a copy of your application and any attachments because what you submit will not be returned.
- **No one under the age of 18 is permitted to volunteer for Mason County.**

GENERAL INFORMATION

Name (<i>First, Middle Initial, Last</i>):	List prior names known by:
Residence Address:	City, State, Zip:
Primary Contact Phone:	CPR: ___Y ___N First Aid: ___Y ___N AED: ___Y ___N
Are you over 18 years of age: ___Y ___N	

EMERGENCY CONTACT

Name: _____	Relationship: _____
Address: _____	
City, State, Zip: _____	
Phone: (Cell) _____	(Home): _____

As required by RCW 43.43.830-840, require you to complete the following disclosure statement. This information will be kept confidential.

Have you ever been convicted of any of the following crimes against persons?

YES NO

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Aggravated, first or second-degree murder |
| <input type="checkbox"/> | <input type="checkbox"/> | First or second-degree kidnapping |
| <input type="checkbox"/> | <input type="checkbox"/> | First, second- or third-degree assault |
| <input type="checkbox"/> | <input type="checkbox"/> | First, second- or third-degree rape |
| <input type="checkbox"/> | <input type="checkbox"/> | First, second- or third-degree statutory rape |
| <input type="checkbox"/> | <input type="checkbox"/> | First or second-degree robbery |
| <input type="checkbox"/> | <input type="checkbox"/> | First degree arson |
| <input type="checkbox"/> | <input type="checkbox"/> | First degree burglary |
| <input type="checkbox"/> | <input type="checkbox"/> | First or second-degree manslaughter |
| <input type="checkbox"/> | <input type="checkbox"/> | First or second-degree extortion |
| <input type="checkbox"/> | <input type="checkbox"/> | Indecent liberties |
| <input type="checkbox"/> | <input type="checkbox"/> | Incest |
| <input type="checkbox"/> | <input type="checkbox"/> | Vehicular homicide |
| <input type="checkbox"/> | <input type="checkbox"/> | First degree promoting prostitution |
| <input type="checkbox"/> | <input type="checkbox"/> | Communication with a minor |
| <input type="checkbox"/> | <input type="checkbox"/> | Unlawful imprisonment |
| <input type="checkbox"/> | <input type="checkbox"/> | Simple assault |
| <input type="checkbox"/> | <input type="checkbox"/> | Sexual exploitation of minors |
| <input type="checkbox"/> | <input type="checkbox"/> | First or second-degree criminal mistreatment |
| <input type="checkbox"/> | <input type="checkbox"/> | Child abuse or neglect as defined in RCW 25.44.020 |
| <input type="checkbox"/> | <input type="checkbox"/> | First or second-degree custodial interference |
| <input type="checkbox"/> | <input type="checkbox"/> | Malicious harassment |
| <input type="checkbox"/> | <input type="checkbox"/> | First, second- or third-degree child molestation |
| <input type="checkbox"/> | <input type="checkbox"/> | First or second-degree sexual misconduct with a minor |
| <input type="checkbox"/> | <input type="checkbox"/> | Patronizing a juvenile prostitute |
| <input type="checkbox"/> | <input type="checkbox"/> | Child abandonment |
| <input type="checkbox"/> | <input type="checkbox"/> | Promoting pornography |
| <input type="checkbox"/> | <input type="checkbox"/> | Selling or distributing erotic material to a minor |
| <input type="checkbox"/> | <input type="checkbox"/> | Custodial assault |
| <input type="checkbox"/> | <input type="checkbox"/> | Violation of child abuse restraining order |
| <input type="checkbox"/> | <input type="checkbox"/> | Child buying or selling |
| <input type="checkbox"/> | <input type="checkbox"/> | Prostitution |
| <input type="checkbox"/> | <input type="checkbox"/> | Or any of these crimes as they have been renamed |

If your answer is "yes" to any of the above, please describe and provide the date(s) of the conviction(s) and the sentence(s) imposed.

Has (a) a dependency action, (b) a domestic relation proceeding, or (c) a disciplinary board final decision found you to have sexually assaulted or exploited a minor, or to have physically abused or sexually abused a minor? YES NO

If your answer is "yes", please describe and provide the date(s) of the finding(s) and the penalty(ies) imposed.

AGREEMENTS

County shall provide Volunteer with the opportunity to perform a public service by providing assistance to the Department of _____ in the capacity/position of _____.

Volunteers are not considered to be Mason County employees for any purpose.

Volunteer agrees to perform the volunteer service as provided for in this agreement with direction and supervision from Mason County and in compliance with all applicable rules, regulations and laws.

Volunteer agrees to submit a complete and accurate record of all time spent in volunteer service, including date of service and position held in accordance with Volunteer Policy.

1. The undersigned, hereby agrees to defend, indemnify and hold harmless Mason County, as well as its officers, agents, sponsors, volunteers and employees, of and from any and all loss, damages, claims, suits, expenses, attorney's fees, actions or liabilities for injury or death or any person, or for loss or damage to property, which arises out of participation in this activity, except only such injury or damage as shall have been occasioned by the sole negligence of Mason County.

Volunteer certifies that they have taken all necessary precautions to be certain that they are in proper condition, and states that they are in proper condition to participate in the above-described duties.

Volunteer agrees to report the hours worked to the on-site supervisor prior to leaving the work location.

Selection and dismissal as a volunteer are at the discretion of the Elected Official or designee and may be with or without cause. No property rights are created by volunteering for Mason County.

I certify under penalty of perjury that the above information is true, correct, and complete. I understand that if I am selected, I can be discharged for any misrepresentation or omission in the above statement.

Volunteer Signature:

Date:

- One-day volunteers are not allowed to drive County vehicles.
- A one-day volunteer must be supervised by a County Employee.
- Prior to initiating work, the volunteer must complete and submit a volunteer application.
- This application is to be reviewed by the on-site supervisor prior to start of work.
- Completed applications are required to be turned into HR the next business day following the work project.
- The on-site supervisor is to conduct a safety briefing with the volunteer(s) prior to start of work.

Department Manager/Supervisor Signature:

Date:

EMERGENCY CONTACT

Name:	
Street Address:	
City, St, Zip:	
Cell Phone:	
Home Phone:	
E-Mail Address:	

AGREEMENT AND SIGNATURE

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal. I have reviewed the Mason County Volunteer Policy.

Name (printed):	
Signature:	
Date:	

It is the policy of this organization to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age, disability or any other protected class.

Thank you for completing this application form and for your interest in volunteering with us.

Return application to:
Mason County Human Resources
423 N 5th Street
Shelton, WA 98584
Phone: (360) 427-9670 x 290 or 645
E-Mail: HumanResources@masoncountywa.gov