



Weber County Human Resources Policy 6-500

Volunteers

I. Purpose

This policy outlines the requirements for volunteers in Weber County.

II. Policy

Weber County supports volunteer programs that render invaluable services to citizens of Weber County. For the protection of both the County and volunteers, Weber County has developed a countywide volunteer policy.

III. Procedures

A. Department Guidelines

1. Each department or program desiring to utilize volunteers shall establish written guidelines and procedures for selection of volunteers. The guidelines and procedures must be reviewed and approved by the Human Resources Director.
2. Weber County is considered an equal opportunity resource for volunteers to the same extent that equal employment opportunity is provided to employees and applicants for employment. The County will not discriminate in the selection of volunteers based on race, gender, or other protected status.
3. Each volunteer must sign the Weber County Volunteer Application that includes the volunteer's name, address, telephone number, date of birth, contact person in the event of an emergency, department, the nature of the anticipated volunteer services, and any other information required by the department or County that may be necessary to determine the qualifications and suitability of the individual.

B. Employment Status

Volunteers are subject to the following provisions:

1. Except as otherwise stated in this paragraph, volunteers shall not receive any pay or compensation for their services to or on behalf of the County. The Utah Volunteer Government Workers Act, found in chapter 67-20 of the Utah Code, allows government volunteers to receive certain forms of pay or other

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compensation without losing their volunteer status. Weber County has chosen to authorize only the following items allowed by that statute:

- a. uniforms, identification, personal protective equipment, or safety equipment used by a volunteer only while volunteering for the supervising agency;
 - b. a nonpecuniary item not exceeding \$50 in value;
 - c. meals, not exceeding a value of \$50 per person based on anticipated attendance, provided to a volunteer by the supervising agency, either as part of a volunteer appreciation event or while the volunteer is engaged in providing volunteer service; and
 - d. other items allowed by the statute, but only if previously approved in writing by both the Human Resources Director and the Weber County Comptroller.
2. Volunteers are not deemed to be employees of the County and are exempt from the career service system. Volunteers are not entitled to any employee benefits, except those that fall within chapter 67-20 of the Utah Code, the Volunteer Government Workers Act, which includes the following:
 - a. Medical benefits under Worker's Compensation for any injury sustained while engaged in performance of any service as an approved volunteer;
 - b. Treatment as an employee for purposes of properly licensed operation of County vehicles or equipment; and
 - c. Liability protection normally afforded paid employees.
 3. Volunteers must comply with generally applicable Weber County policies that require or prohibit employee actions, to the extent that the purposes of such policy requirements would apply equally to volunteers. This includes, but is not limited to, the policies that volunteers must acknowledge as part of the Weber County Volunteer Application.

C. General Provisions for Volunteers

The Human Resources Director, or the Human Resources Director's designee, acts as the authorized County representative for approving volunteers. Except as provided in the following paragraph, a volunteer may not donate any service to the County unless the volunteer's services are approved by both the Department Director or Elected Official and the Human Resources Director or the Human Resources Director's designee.

When the County Sheriff determines that a search and rescue emergency situation exists that requires law enforcement action, the County Sheriff may approve a volunteer who offers to donate a service for any law enforcement related activity conducted in response to the emergency situation.

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Departments may adopt additional requirements or policies governing their volunteers, after obtaining the approval of the Human Resources Director.

Volunteers are not required to take a new hire drug screening.

Human Resources shall be responsible for the record-keeping and reporting of volunteers. The department must send all completed forms to the Human Resources Department. All records relating to volunteers will be kept in compliance with state and county records retention requirements.

D. Court Ordered Community Service

Weber County may provide volunteer opportunities, at its discretion, for court-ordered volunteers in community service. All court-ordered community service volunteers should be screened and interviewed by the Department Director or Elected Official and approved before service begins. Court-ordered community service volunteers must sign a volunteer application form and disclose the charges for which the court has ordered community service, the number of hours of court-ordered community service, the Court issuing the order, and the contact person for the Court. No County department or office is required to accept a court-ordered volunteer.

E. Volunteer Services for County Employees

County employees may volunteer to provide uncompensated services for the County, as long as they are not performing the same type of services that they are employed to perform. Employees who provide services to the County which are similar to activities within their compensated job descriptions are considered to be working their normal jobs, for purposes of compensation.

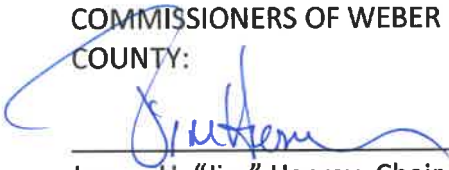
F. Termination

Any volunteer may terminate their volunteer status and relationship to the County at any time. The Department Director or Elected Official may terminate the volunteer at any time, without cause or prior notice. Departments must notify the Human Resources Office when a volunteer is no longer serving.


DATED this 19th day of March, 2024.

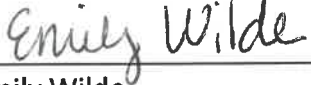
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BOARD OF COUNTY
COMMISSIONERS OF WEBER
COUNTY:



James H. "Jim" Harvey, Chair

ATTEST:


Ricky Hatch, CPA
Weber County Clerk/Auditor


Emily Wilde
Human Resources

Approved as to form and legality:


Courtlan Erickson
Deputy County Attorney