

Supervisor's Guide to Managing Volunteers

Human Resources



City of Roseville Volunteer Center
311 Vernon Street
Roseville, CA 95678
(916) 774-5475



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PURPOSE OF THE SUPERVISOR'S GUIDE TO THE VOLUNTEER PROGRAM

The City of Roseville actively supports volunteerism in the community and City departments. Volunteers make a positive impact on local government, assist in accomplishing daily tasks and new programs, are essential for community outreach, and help to influence the future of Roseville. Volunteers enhance the levels and types of quality services provided by the City of Roseville.

Staff members who work with volunteers have an important role as liaisons to ensure that volunteers receive adequate training, guidance, encouragement, and oversight, so that the volunteer's experience is successful, meaningful and positive. At the same time, the policies governing volunteers for the City must be applied.

The purpose of the Supervisor's Guide to the Volunteer Program is to provide a single reference that outlines the policies for the volunteer program and provides information pertinent to volunteer screening and assignment.

Note: While each department's practices regarding volunteers may vary, the selection, screening and assignment policies and process must be standard throughout the City departments to ensure all legal requirements are met.

THE VOLUNTEER PROCESS

Volunteers who work in City departments must complete the City of Roseville Volunteer Application process. Volunteers recruited by the City departments must follow the same process as the volunteers who independently contact the Roseville Volunteer Center.

The preparation and process for starting a volunteer is as follows:

1. Select an approved Activity description or submit a new volunteer activity description and title form to Human Resources for approval.
2. Have the volunteer complete a volunteer application. Applications can be the traditional paper forms or the online version at the online volunteer management system website. If the volunteer activity is a one time occurrence, the application does not need to be filled out.
3. Volunteers who have supervisory or disciplinary responsibility over "vulnerable populations" (children, the elderly, individuals that are mentally or physically challenged), will be fingerprinted **before** the volunteer assignment begins.
4. Volunteers (over age 18) who will be driving their own vehicle as part of their volunteer duties will need to provide a DMV history report (up to 5 years), proof of automobile insurance and a copy of a valid CA driver's license. These documents should be forwarded to Human Resources with the required waiver.

5. Have the volunteer sign a “Volunteer Release and Waiver of all Claims” (attachment #3) before the volunteer assignment begins. The signed waiver is then forwarded along with the approved Volunteer Activity description title to the Human Resources Department. The receipt of all required paperwork will be entered into the online volunteer management system. The volunteer coordinator is responsible for keeping a copy of the waiver.

If an organization or group will be volunteering, refer to the section on Hold Harmless Agreements. These agreements have been developed to be used in lieu of the individual volunteer waiver forms..

6. A brief orientation needs to be conducted by the department to include:
 - a. Review of the approved Volunteer Activity Description
 - b. Information about the City, the assigned department, and the specific volunteer activity
 - c. Safety information and training for the assignment
 - d. Notification of the next new employee orientation/bus tour (attendance is optional)
6. Volunteers **cannot** begin working until the above steps have been completed and results are entered into the online volunteer management system.
7. Collaborate with the Volunteer Action Team to ensure all volunteers are recognized annually during a citywide appreciation event (usually April).

Volunteer Forms

All volunteer related forms (approved and blank activity descriptions, waivers, and applications) are located on the intranet at:
http://intranet/depts/human_resources/volunteer/volunteer_application_process.asp

The Volunteer Activity Description

A volunteer activity description must be approved by the Human Resources Department before a volunteer begins their assignment.

If an approved activity description exists, the volunteer supervisor only needs to indicate the approved activity title on the volunteer waiver.

If an approved activity description cannot be found for the proposed volunteer assignment, the supervisor completes a blank “Volunteer Activity Description” and sends it via e-mail to the Human Resources Department for approval.

The Human Resources Department reviews the information, and when the activity description is approved, the document is posted on the intranet. The Human Resources Department will notify the volunteer supervisor when the activity description has been approved.

The Volunteer Application

Volunteer applications are available to those interested in volunteering for the City. When completed applications are returned to the Volunteer Center, they will be entered into the online volunteer system and forwarded to the department(s) that closely matches the interests indicated on the application. Department supervisors contact the volunteers.

Volunteer applications are also available and accepted through the online volunteer system at <http://www.myvolunteerpage.com/roseville>. Through the online system, volunteers will be able to choose which departments they would like to volunteer.

Volunteers recruited for a one-time special event are not required to complete a Volunteer Application.

Fingerprints

If a volunteer assignment includes supervising vulnerable populations (children, seniors, or disabled) the volunteer liaison will request the volunteer submit fingerprints for criminal history clearance.

The fingerprint clearance must be obtained **before** the assignment begins.

This is done at no expense to the volunteer at the Police Department, 1051 Junction Blvd., Tuesday through Friday, 9:00 a.m. through 5:00 p.m. on a first come first serve basis. The volunteer may pick up the referral form from Human Resources, or the form can be requested by the department, and the volunteer can then take the form to the Police Department. The department sends an e-mail to the HR Admin Clerk and provides the name of the volunteer. Results of the fingerprints will be available on a spreadsheet through the City's "G" drive under human resources/pre employstatus. If the volunteer has a criminal record, that information along with the volunteer's application is reviewed by Human Resources.

Volunteer's Driving

A volunteer driving position is one which includes driving as part of their specific duties such as site visits or deliveries. This does not include a volunteer's commute time from

home to a City location. Volunteers may only drive if they are over the age of 18 and have submitted the necessary paperwork (5-year DMV history, verification of automobile insurance, copy of driver's license) to Human Resources.

If a volunteer assignment includes driving a personal vehicle they are eligible for the appropriate mileage reimbursement. Mileage reimbursements shall be processed the same as an employee. Reimbursement forms can be found on the intranet, under Finance, forms. Volunteers are responsible for keeping accurate records of their odometer readings throughout the course of their volunteer driving assignment and should include those records with their reimbursement form.

It is the volunteer supervisor's responsibility to review and submit the volunteer's mileage reimbursement to the Finance Department . Any reimbursement shall be paid from the volunteer's home department and the appropriate account code should be indicated on the reimbursement form.

Volunteers, who are required to drive a City vehicle (Police) during the course of their volunteer assignment, must meet the above guidelines and enroll in a Defensive Driver Safety Training program for use of City vehicles. Any cost related to such program shall be paid for the by the volunteer's home department. **These assignments will be limited and subject to approval by Human Resources.**

Waiver Forms for Individual Volunteers

Prior to, or during the orientation and training, the volunteer signs the "Volunteer's Release and Waiver of All Claims Including Photograph Release for Special Events" form. Send the Waiver to the Human Resources Department (See Attachment #3 for a sample of the form) and keep a copy of the waiver on hand for emergency contact purposes. You may discard your department copies of the "Release and Waiver of All Claims" after the volunteer has discontinued volunteering. The Human Resources Department will keep the original on file for a period of time in case any claims are filed.

Volunteers recruited for a "one-time" event will also complete the Waiver. The Waiver may be signed at the time the volunteer reports for assignment and then forwarded to the Human Resources Department after the event.

Volunteers Under Age 18: If the volunteer is under age 18, a parent or legal guardian must sign the "Release and Waiver of All Claims" form prior to the event or volunteer assignment.

All waiver forms **MUST** have the activity description title referenced under the section: "It is my intention to perform voluntary services without compensation for the City of Roseville as a _____."

The activity description title is the approved title that was submitted/selected at the beginning of the process and the signed waiver pertains to that particular volunteer activity and no other.

Hold Harmless Agreement and Right of Entry and Hold Harmless Agreement for Activities Affecting City Property for Organizations or Group Volunteers

These agreements have been developed to accommodate volunteer activities involving groups, businesses, and agencies who desire to recruit their own volunteers to provide volunteer services to the City of Roseville. In these particular situations it is the group who is volunteering service to the City, not the individual participants. In light of this, it is not necessary that the individual participant sign a City Waiver, however, it is necessary that the volunteering group sign one of the Hold Harmless Agreements. These agreements provide essentially the same protection the City as our individual waiver forms and, in some instances, more protection. Guidelines for these agreements are outlined below:

Hold Harmless Agreement

This agreement acts in the same manner as our waiver form and includes language that clearly states that the individual participants are volunteers to the group, not the City. This form should be used anytime a group is volunteering services to the City for an activity that does not affect City property. This form need only be signed by an authorized representative of the participating group to be valid. Examples of activities for which this form would be used include assisting with paperwork, sorting coats, participating in a parade. These activities do not change or alter City property in any way.

Right of Entry and Hold Harmless Agreement for Volunteer Activities Affecting City Property

This agreement provides the City the same protection as the Hold Harmless Agreement however it also includes language and insurance requirements that protect the City when a group is providing volunteer services that may change or alter City property. **This agreement must be signed by both an authorized representative of the volunteering group and the City Manager. All required insurance documents must be approved by Human Resources prior to submission of the agreement to the City Manager for signature.** This form is more than a hold harmless waiver; it is an actual agreement between the City and the participating group approving a volunteer activity that affects City property in some manner. Examples include installing things like benches, planters or other structures; removal of existing structures; altering terrain by planting or removing landscaping. These are examples of activities that would require use of this form and require the provision of insurance coverage documentation to the City.

All group volunteer activities submitted on a Volunteer Activity Description will be reviewed on a case by case basis to determine which of these forms is most appropriate. Should it be determined that the agreement including the Right of Entry and insurance requirement language be the appropriate agreement, insurance requirements will be reviewed for appropriateness and those requirements not necessary for the described activity can be waived (i.e. auto insurance may not be necessary if no automobiles will be used for the activity.)

Returning Assignment

A volunteer can return to an assignment after a period of inactivity, as long as: all required paperwork is on file, the assignment has not changed in scope, and the period of inactivity has not exceeded six months.

If an assignment has changed or the volunteer has been inactive for a period of six months, steps 1, 3, and 4 under the Procedures section must be completed. The volunteer's information on the Volunteer Application (paper or on-line version) will need to be updated and verified.

It is the hiring department's responsibility to ensure all paperwork is complete and on file in the Human Resources Department.

Excess Accident and Liability Insurance for Volunteers

Individuals volunteering services to the City are covered by excess accident insurance in case of injuries incurred during their volunteer assignment. This means that if the Volunteer has personal health insurance, their insurance would be considered primary insurance and would be utilized first; the City's accident insurance policy would cover expenses above and beyond what the Volunteer's personal insurance covers up to \$25,000. If the Volunteer has no health insurance coverage, the City's policy would cover expenses related to an injury incurred during the course of the Volunteer's assignment up to \$25,000.

In addition to Accident Insurance, Volunteers are also covered by excess Liability and Auto Liability Insurance. This insurance would cover property damage, bodily injury, and personal injury damage caused by a Volunteer during the course and scope of the Volunteer's assignment. This means that Volunteer's personal liability or auto liability insurance will be considered primary and the City's excess policy will only pay expenses above and beyond what the Volunteer's personal insurance would cover up to \$1,000,000 per occurrence for liability and \$500,000 each accident for auto liability.

NOTE: The City's Excess Volunteer Insurance Program only covers documented volunteers volunteering services directly to the City (with waivers on file). This insurance does not apply to volunteer participants volunteering through a group

or organization. In this case, the group or organization will have a Hold Harmless Agreement on file and be responsible for their volunteers. Exclusions to coverage include all volunteers with athletic leagues specifically assigned through designated 501c3 programs such as AYSO, Little League, etc. Additionally, persons volunteering to perform professional services are excluded.

All incidents and injuries should be reported to the Human Resources Department immediately.

Volunteer Management System

The Volunteer Center uses an online volunteer management system to manage volunteers within the City of Roseville. Department liaisons are responsible for entering the volunteer information (application, etc.) and hours worked into the online volunteer management system so that the Human Resources Department and Roseville Volunteer Center can access the information as needed.

Volunteer Hours

The Volunteer Center collects total volunteer hours worked from City departments through the volunteer management system; therefore all volunteer hours need to be recorded in the online volunteer management system (the department liaison should record total volunteer hours by the 15th of the following month (example: record hours by July 15 for June).

Volunteers have the option to record their own hours into the system, if the department liaison chooses to have them do so. Department liaisons are responsible for approving hours logged by volunteers.

Volunteer Orientation and Training

Refer to the “Supervisor’s Orientation Checklist” for information to include in the orientation (See Attachment # 6). The list may be expanded for each department. It is important that the orientation and training include safety precautions as needed for the assignment, training for use of tools, and the tasks to be completed. A volunteer orientation must take place prior to the volunteer starting work.

Volunteer Recognition

Volunteers are recognized annually through an “appreciation luncheon” hosted by City departments and planned by the Volunteer Action Team members. Volunteers are

recognized through announcements, awards and plaques, or other means according to the established protocol for each department.

EMPLOYEES AS VOLUNTEERS

The City accepts the services of staff as volunteers, **ONLY IF** the volunteer service is provided without any coercion, involves work which does not involve the same type of service which the individual is employed to perform, and may be outside of usual working schedule. Employees that volunteer must follow the same policies and procedures as any other volunteer. Employees that volunteer are not covered under workers' compensation while volunteering.

VOLUNTEER POLICIES

The City of Roseville employee issues and/or policies also apply to volunteers.

Conduct:

City volunteers are expected to adhere to the same high code of conduct as City employees and have the responsibility to conduct all business and volunteer affairs within the spirit and intent of high ethics, honesty and integrity.

Dress:

City volunteers are also expected to adhere to the same dress codes standards as City employees. Dress code standards differ by department and should be discussed with your department representative.

Smoking:

It is the policy of the City of Roseville to provide a smoke-free environment to its employees. Smoking is not permitted at any time within any City building (including interior open air areas) or City vehicles.

Software Piracy:

City computer and telecommunication resources are to be used only for City-related activities. All computer resources and data are to be considered the property of the City and cannot be used for personal/private purposes.

Criminal History Investigations:

The department will exercise care in the screening and placement of volunteers before placement into positions supervising vulnerable populations: minors, elderly, and individuals with disabilities. The department will refer the volunteer to be fingerprinted if supervising vulnerable populations.

Harassment:

Employees and volunteers have the right to work in an environment which assures fair and courteous treatment of all staff members and the general public. The City of Roseville will not tolerate any form of unprofessional conduct which is considered harassing, threatening or demeaning.

Violence in the Workplace:

The City of Roseville has a Zero Tolerance policy for workplace violence.

Driving Personal Vehicle:

If you drive as part of your volunteering, we ask that you provide a copy of driver's license, verification of automobile insurance, and a DMV history report (5 years) to the Human Resources Department. If you are in an accident while driving your own vehicle, in the performance of your volunteer activities, you should immediately contact the local police and complete an accident investigation form. Your department and Human Resources should be notified immediately.

Unsolicited Applications:

Unsolicited volunteer applications received in the Human Resources Department will be sent to department liaisons that match the interests of the volunteer. Department liaisons will contact the potential volunteer directly.

Departments in need of volunteers may also search the online volunteer management system for potential volunteers at any time.

**ATTACHMENTS TO VOLUNTEER PROGRAM
SUPERVISOR GUIDE**

ATTACHMENT #1	Volunteer Activity Description (Blank Form)
ATTACHMENT #2	Volunteer Application
ATTACHMENT #3	Volunteer Release and Waiver of All Claims/Photo Release
ATTACHMENT #4	Hold Harmless Agreements
ATTACHMENT #5	Records of Volunteer Hours
ATTACHMENT #6	Supervisors' Volunteer Checklist Preparation/Safety Orientation
ATTACHMENT #7	Administrative Regulation 2.03 – Harassment Policy

ATTACHMENT #1



Volunteer Activity Description

Volunteer Job Description

Department _____ Program/Event _____

Position _____ Other: _____

*Internships are no longer volunteer positions

Supervised by (Name of City Employee): _____ Degree of Supervision _____

Does this Position Supervise Minors or Vulnerable Populations*?

Yes No Both - Special Case (Please Explain)

Explanation: _____

Note: If Yes, fingerprint results MUST be received prior to starting the volunteer assignment. All volunteers who will be supervising/disciplining vulnerable populations, must have their fingerprints on file and be cleared.

**The term "Vulnerable Populations" can be located in the City's Administrative Regulation 2.12 which defines vulnerable populations as: children, the elderly, and individuals that are mentally or physically challenged.*

Does this Position require the volunteer to drive?

Yes No

Note: If Yes, a copy of the volunteer's car insurance, driver's license and a 5-year DMV history report MUST be on file with Human Resources prior to starting the volunteer assignment. The volunteer must also be at least 18 years old. If driving a City vehicle, volunteers must also complete a Defensive Driver class.

Goal/Purpose of the position:

Duties of the position:

Qualifications (i.e. education, experience, job history, etc.)

Required:

Desired:

Personal Characteristics:

Minimum Age:

***Note:** The minimum age for a volunteer position is up to the Supervisor's discretion. Volunteer assignments should be made considering the maturity level and age of the volunteer with the volunteer job duties.

Benefits for the Volunteer:

Known Hazards or Risks to the
volunteer:

Volunteer Supervisor

Department:

Volunteer Supervisor:

Signed:

Date

Supervisors Extension:

Risk Management

Risk Management Approval by:

Signed:

Date

Risk Management Extension:

ATTACHMENT #2



**CITY OF ROSEVILLE
VOLUNTEER APPLICATION**

NAME:		Last	First	Middle Initial		
ADDRESS:	Number	Street	Apt. No.	City	State	Zip Code
HOME PHONE: () ()	WORK PHONE: () ()		CALIFORNIA DRIVERS LICENSE # Class:		Exp. Date:	
Are you under age 18?		Month and Day of Birth (optional)			Email Address:	
Please answer the following questions. If the answer to any of the questions is YES, please give details to the right.						
		YES	NO			
1. Do you have a disability which may limit your ability to perform the job for which you have applied?		<input type="checkbox"/>	<input type="checkbox"/>	_____		
2. Have you, as an adult, been convicted of a violation of the law, excluding minor traffic violations? A YES answer will not automatically disqualify you.		<input type="checkbox"/>	<input type="checkbox"/>	_____		
3. Have you ever been discharged from a position?		<input type="checkbox"/>	<input type="checkbox"/>	_____		
4. Have you ever worked for the City of Roseville?		<input type="checkbox"/>	<input type="checkbox"/>	_____		
EDUCATION: Circle the highest grade you completed: 1 2 3 4 5 6 7 8 9 10 11 12 or more						
High School Graduate _____ YES _____ NO		Passed High School Equivalency Tests _____ YES		Certificate of Training, Licenses of Professional Registration _____		
WORK EXPERIENCE: Are you presently employed? (Check as many as apply)						
_____ Employed full-time		_____ Employed part-time		_____ Temporarily unemployed		
_____ Full-time student		_____ Part-time student		_____ Looking for work		
CURRENT EMPLOYER OR SCHOOL:						
Name _____						
Address _____ Phone _____						
PREVIOUS WORK EXPERIENCE: _____						
Reference: _____						
WHAT TYPE OF VOLUNTEER JOB ARE YOU MOST INTERESTED IN AT PRESENT?						
WHAT ARE YOUR PRESENT GOALS FOR A VOLUNTEER JOB? (e.g., gain school credit, work experience, etc.)						
Times Available: M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> TH <input type="checkbox"/> F <input type="checkbox"/> Sat <input type="checkbox"/> Sun <input type="checkbox"/> Mornings <input type="checkbox"/> Afternoons <input type="checkbox"/> Evenings <input type="checkbox"/>						
Length of Assignment Desired: 3 mos <input type="checkbox"/> 6 mos <input type="checkbox"/> 6-12 mos <input type="checkbox"/> More than a year <input type="checkbox"/> Spot jobs <input type="checkbox"/> Special Projects <input type="checkbox"/>						
Do you have transportation to and from your volunteer assignment? Yes <input type="checkbox"/> No <input type="checkbox"/>						

ATTACHMENT #2 cont.

VOLUNTEER SELF-INVENTORY OF SKILLS AND ABILITIES

I do these things:					
I have these skills & abilities to offer:	Very Well	Well	So-So	Not at all	Comment
SPEAK & PERSUADE: Skill in expressing ideas; ability to influence others					
TEACH & TRAIN:					
WRITING: Creative, grants, reports					
RECORD KEEPING & REPORTING: Filing; keeping neat, accurate records; take minutes					
USING STATISTICS & NUMBERS: Ability to collect & analyze figures; to compute & estimate					
ARTISTIC SKILLS: Draw, paint, photograph, design					
Check appropriate skills or areas of interest you have:				Key: SK=Skilled INT:Interested	
<u>SK</u>	<u>INT</u>		<u>SK</u>	<u>INT</u>	
___	___	Receptionist	___	___	Computer Training
___	___	Filing	___	___	Working with: (Circle)
___	___	Data Entry			Adults
___	___	Public Relations/Publicity			Seniors
___	___	Teacher/Trainer			Adolescents
___	___	Writer (Newsletter, Manuals)			Children
___	___	Mass Mailings			Disabled
___	___	Photocopying	___	___	Cultural Arts
___	___	Painting/Drawing	___	___	Photography
___	___	10-Key	___	___	Ham/CB Radio
___	___	Typing	___	___	Emergency Preparedness
___	___	Telephoning	___	___	Marketing
___	___	Carpentry	___	___	Computer Systems Applications
___	___	Recreational Activities	___	___	Inventory
___	___	Sports Officiating	___	___	Special Events
___	___	Coaching			
		Library			Police
<u>SK</u>	<u>INT</u>		<u>SK</u>	<u>INT</u>	
___	___	Covering New Books	___	___	Graphic Arts
___	___	Shelf Reading	___	___	Recruiting
___	___	Mending Library Materials	___	___	Videotaping
___	___	Working with Video Collection	___	___	Computer Trainer
___	___	Collection Maintenance	___	___	Crime Prevention
___	___	Working with Audio Collection	___	___	Research
___	___	Processing Library Materials	___	___	Survey-taking
___	___	Putting Books in Order/Shelving	___	___	Bilingual Translator
___	___	Assisting with Children's Program			
___	___	Entering Data in Library Computer			
Other Skills and Abilities (List & Describe): _____					
Would you be willing to be "on-call" for special assignments? Yes <input type="checkbox"/> No <input type="checkbox"/>					

ATTACHMENT #3

**CITY OF ROSEVILLE
VOLUNTEER'S RELEASE AND WAIVER OF ALL CLAIMS
INCLUDING PHOTOGRAPH RELEASE FOR SPECIAL EVENTS**

My name is _____ I am over the age of 18. (If under 18 years old, a parent/guardian must also sign the release form.)

It is my intention to perform voluntary services without compensation for the City of Roseville as a:

(Volunteer Job Title)

(Department/Division)

I understand that I am not eligible for Workers' Compensation benefits in the event of injury, and I will not under any circumstances receive any other type of compensation. As a Volunteer your personal insurance, including health, automobile and liability insurance are in effect while acting within the scope and course of your assigned duties. The City provides excess insurance, which will cover expenses in excess of your personal insurance or will serve as primary insurance should you not have personal insurance coverage in place. Risk Management implements the City's insurance programs and will coordinate the processing of any claims made by Volunteers.

I have read the project description, and am aware of the possible hazard(s). I am aware that in volunteering I may incur personal injury and/or property damage. I desire to release the City of Roseville from any financial responsibility for any personal injury and/or property damage I may incur as a result of my voluntary services, even when it results from the negligence of the City or its employees.

I understand and have been advised that I may have rights under Sections 1542 of the Civil Code of California which reads as follows: "A general release does not extend to claims which the creditor does not know or suspect to exist in his favor at the time of executing the release, which if known by him must have materially affected his settlement with the debtor."

I expressly waive any rights conferred under that code section, as well as any similar law of any state or territory of the United States. I release the City and all of its employees or officers, and waive all claims against them, for any personal injury (including death) and/or property damage I may incur as a volunteer, including damage incurred as a result of the negligence of any employee, agent, or servant of the City of Roseville.

No promise, inducement, or agreement has been made to me to induce me to release the City of Roseville from liability for any personal injury and/or property damage incurred by me as a result of my voluntary services, nor has any promise inducement, or agreement been made to me in return for the express waiver of rights referred to above.

I understand that if I act outside the scope, authority and/or policies and procedures of the City of Roseville, I could be subject to a lawsuit against me for which the City of Roseville will not defend. I also understand that I could be subject to monetary and/or property loss or, depending on the circumstances, imprisonment.

Further, I acknowledge that the Communications Division is responsible for producing and publishing a variety of newsletters, brochures, fact sheets, guides, flyers and other informational materials. The Communication Division is also responsible for COR-TV (City of Roseville Government Access Channels 14 and 74) and other city video production services.

I hereby irrevocably authorize the City of Roseville Communication Division or anyone authorized by the Communication Division or City Manager's Office to use, reproduce or publish any and all photographs or videotapes of me, which may be taken during my participation in a volunteer event, for any purpose, without compensation to me.

This Release and Waiver of all Claims is entered into this _____ day of _____ 20___, at Roseville, California.

Print Name (Volunteer): _____ Address: _____

Telephone: _____ Email: _____

Signature (Volunteer): _____

Print Name of Parent/Guardian, if under 18: _____

Signature of Parent/Guardian, if under 18: _____

ATTACHMENT #3 cont.

Emergency Information

This section is for emergency contact purposes and will only be used in cases of emergency.

Emergency Contact Name: _____ Phone: _____

Physician name: _____ Phone: _____

Are you under a physician's care? _____ If yes, please specify:

Are you taking any medication? _____ If yes, please list them:

Please list any allergies/existing medical conditions:

Allergies: _____

Existing medical conditions:

Application certification:

I hereby certify that all statements made in this release and in my online application are true and I authorize investigation of all matters contained herein and in my online application. I acknowledge that any false statements or misrepresentation on this release or any other part of my application will be cause for refusal of placement or immediate dismissal at any time during the period of my placement. I am aware that a background investigation will be required before placement in the Police or Fire Departments, and for any volunteer position that supervise vulnerable populations. I am aware that fingerprinting will be conducted for all volunteer positions that supervise vulnerable populations.

Signature of Application (Volunteer): _____ Date: _____

Declaration of Witness: The above individual, in my presence, acknowledged that he/she had read and fully understood the meaning and consequences of the Release and Waiver of All Claims, and he/she signed it in my presence.

Print Name: _____ Date: _____

Signature of Witness: _____

Interviewed by: _____ Date: _____

Department Referred to: _____ Representative: _____

Return completed forms to:
City of Roseville
Volunteer Center
311 Vernon Street
Roseville, CA 95678

For additional information, call Volunteer Center: 916-774-5205

ATTACHMENT #4

- a. Right of Entry/Hold Harmless Agreement**
- b. Hold Harmless Agreement**



**RIGHT OF ENTRY AND
HOLD HARMLESS AGREEMENT
FOR VOLUNTEER ACTIVITIES
AFFECTING CITY PROPERTY**

_____ (“PARTICIPANT”) desires to enter certain property owned by the City of Roseville (“CITY”) and to provide volunteers for the purposes of performing the following activity described as: _____ (“Activity”). A Volunteer Activity Description detailing the Activity is attached hereto and incorporated by reference. PARTICIPANT understands that there are certain risks and dangers related to this Activity, and hereby agrees as follows.

1. PARTICIPANT desires to enter the following property owned by CITY for purposes of performing the Activity located at: _____ (“Property”). CITY hereby grants PARTICIPANT and its employees, volunteers, contractors, consultants, and agents permission to enter upon and use the Property, as may be reasonably necessary in order to perform the Activity within the Property.
2. The right to enter the Property shall commence on _____ (date) and terminate on _____ (date). However, the right to enter may be extended upon mutual written agreement of the parties. CITY may at its sole discretion terminate the right to enter at any time.
3. PARTICIPANT shall comply with the following terms and conditions:
 - a. PARTICIPANT shall be responsible for all of the costs of any property damage resulting from the Activity.
 - b. PARTICIPANT shall undertake all appropriate safety measures to protect public and volunteer safety during the Activity.
 - c. PARTICIPANT shall be responsible for cleaning up and removing all trash, materials and equipment from the Property after completion of the Activity.
 - d. PARTICIPANT shall restore the Property to original or better conditions to CITY’s satisfaction after completion of the Activity.
4. PARTICIPANT agrees to maintain in full force and effect the following policies of insurance during the term of this Agreement.

COVERAGES

Workers’ Compensation
Commercial General Liability

Automobile liability including
endorsements for owned,
hired and nonowned vehicles

LIMITS OF LIABILITY

Statutory:
Bodily Injury:
\$1,000,000 each occurrence
\$2,000,000 aggregate
Property Damage:
\$1,000,000 each occurrence
Personal Injury:
\$1,000,000 each occurrence
\$2,000,000 aggregate
Bodily Injury:
\$500,000 each occurrence
\$1,000,000 aggregate
Property Damage:
\$100,000 each occurrence

PARTICIPANT shall submit a certificate evidencing such coverage in a form satisfactory to the City Attorney of City, prior to undertaking the Activity hereunder. A separate endorsement form showing City, its officers, agents and employees named as additional insureds for General Liability shall also be provided. Such insurance shall specifically cover the contractual liability of the PARTICIPANT. The coverage shall be primary as to such additional insureds and no coverage of the CITY shall be called upon to contribute to a loss. Said certificates shall provide at least thirty (30) days written notice to CITY prior to cancellation or modification of any insurance required by this Agreement. PARTICIPANT shall furnish a certificate for the period covered by this Agreement. Any insurance written on a claims made basis is subject to the prior

approval of the City Attorney. Insurance coverage in the minimum amounts set forth herein shall not be construed to relieve PARTICIPANT of liability in excess of such coverage, nor shall it preclude CITY from taking such other actions as are available to it under any other provisions of this Agreement or law.

5. PARTICIPANT is aware of all the risks and dangers associated with participation in this Activity and voluntarily and knowingly assumes all risks in connection with this Activity, to the fullest extent allowed by law.
6. PARTICIPANT understands and agrees that any equipment which PARTICIPANT provides or may borrow or rent from CITY or any other sponsors/providers PARTICIPANT uses at its own risk. PARTICIPANT understands and agrees that CITY and any other sponsors/providers shall not be liable for any loss, damage or injury resulting from the use or suitability of said equipment and the CITY and any other sponsors/providers make no warranties of any kind regarding the equipment.
7. PARTICIPANT agrees to RELEASE, HOLD HARMLESS and INDEMNIFY CITY, any other sponsors/providers, and their employees, agents or contractors from any liability for death, injury or other loss or damage which may occur during or as a result of this Activity or during transportation to and from this Activity, whether foreseen or unforeseen, however caused and whether or not caused by negligence and whether or not caused by PARTICIPANT's volunteers, except for those matters arising for CITY's sole active negligence. PARTICIPANT understands that PARTICIPANT is accepting full financial and legal responsibility for the actions of its volunteers.
8. In any action brought by either Party to enforce the terms of this Agreement, the prevailing party shall be entitled to recover its reasonable attorney's fees. Any action arising out of this Agreement shall be brought in Placer County, California regardless of where else venue may lie.
9. This is an integrated Agreement, and contains all of the terms, considerations, understandings and promises of the parties. It shall be read as whole.
10. PARTICIPANT understands this is a binding contract that supersedes any other agreements or representations, and is intended to provide a comprehensive release of liability but is not intended to assert any defenses which are prohibited by law. The specific rights of the parties may vary from state to state. If any part of this Agreement is deemed unenforceable, all other parts shall be given full force and effect.
11. CITY reserves the right to photograph the Activity and participants for its own use. PARTICIPANT agrees to release any photo rights and understands that all photographs taken by CITY will remain the property of CITY.
12. BY SIGNING BELOW, THE UNDERSIGNED REPRESENTS THAT HE/SHE HAS THE AUTHORITY TO LEGALLY BIND PARTICIPANT. THE UNDERSIGNED HAS CAREFULLY READ AND FULLY UNDERSTANDS THIS AGREEMENT, AND THE UNDERSIGNED IS AWARE THAT BY SIGNING THIS AGREEMENT THE UNDERSIGNED IS WAIVING CERTAIN LEGAL RIGHTS OF THE PARTICIPANT, INCLUDING THE RIGHT TO SUE.

IN WITNESS WHEREOF, the City of Roseville, a municipal corporation, has executed this Agreement in duplicate by its City Manager, and PARTICIPANT has caused this Agreement to be duly executed.

CITY OF ROSEVILLE:

PARTICIPANT:

BY: _____
City Manager

BY: _____
its: _____

and

Date: _____

BY: _____
its: _____

Date: _____

Attachment: Volunteer Activity Description



HOLD HARMLESS AGREEMENT FOR VOLUNTEER ACTIVITIES

_____ (“PARTICIPANT”) desires to provide volunteers for the purposes of performing the following activity described as:

_____ (“Activity”).
A Volunteer Activity Description detailing the Activity is attached hereto and incorporated by reference. PARTICIPANT understands that there are certain risks and dangers related to this Activity, and hereby agrees as follows.

1. PARTICIPANT is aware of all the risks and dangers associated with participation in this Activity and voluntarily and knowingly assumes all risks in connection with this Activity, to the fullest extent allowed by law.
2. PARTICIPANT understands and agrees that any equipment which PARTICIPANT provides or may borrow or rent from CITY or any other sponsors/providers PARTICIPANT uses at its own risk. PARTICIPANT understands and agrees that CITY and any other sponsors/providers shall not be liable for any loss, damage or injury resulting from the use or suitability of said equipment and the CITY and any other sponsors/providers make no warranties of any kind regarding the equipment.
3. PARTICIPANT agrees to RELEASE, HOLD HARMLESS and INDEMNIFY CITY, any other sponsors/providers, and their employees, agents or contractors from any liability for death, injury or other loss or damage which may occur during or as a result of this Activity or during transportation to and from this Activity, whether foreseen or unforeseen, however caused and whether or not caused by negligence and whether or not caused by PARTICIPANT’s volunteers, except for those matters arising for CITY’s sole active negligence. PARTICIPANT understands that PARTICIPANT is accepting full financial and legal responsibility for the actions of its volunteers.
4. In any action brought by either Party to enforce the terms of this Agreement, the prevailing party shall be entitled to recover its reasonable attorney’s fees. Any action arising out of this Agreement shall be brought in Placer County, California regardless of where else venue may lie.
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PARTICIPANT:

BY: _____
its: _____

and

BY: _____
its: _____

Date: _____

Attachment: Volunteer Activity Description

Record of Volunteer Hours

Volunteer Name:		Month and Year					
DATE	Hours Worked	DATE	Hours Worked	DATE	Hours Worked	DATE	Hours Worked

VOLUNTEER SUPERVISOR CHECKLIST

VOLUNTEER PREPARATION

Activity Description approved by the Human Resources Director (or designee) YES <input type="checkbox"/> NO <input type="checkbox"/>	Fingerprint check submitted. Date _____ Fingerprint results returned. Date _____
Volunteer application received YES <input type="checkbox"/> NO <input type="checkbox"/>	Volunteer Application entered into volunteer management system. YES <input type="checkbox"/> NO <input type="checkbox"/>
"Release and Waiver of All Claims" signed and sent to the Human Resources Director (or designee) (Need Parent signature if volunteer is under age 18) YES <input type="checkbox"/> NO <input type="checkbox"/>	Volunteer Orientation YES <input type="checkbox"/> NO <input type="checkbox"/>
Copy of valid driver's license (if applicable) YES <input type="checkbox"/> NO <input type="checkbox"/>	Proof of automobile insurance (if applicable) YES <input type="checkbox"/> NO <input type="checkbox"/>
Copy 5 year DMV History report (if applicable) YES <input type="checkbox"/> NO <input type="checkbox"/>	Completed "Defensive Driver for Use of City Vehicles" class. (if applicable) YES <input type="checkbox"/> NO <input type="checkbox"/>

SAFETY CHECKLIST

1. Has the age of the volunteer been checked to make sure that he/she is not too young to be assigned certain hazardous activities under state/federal law or is eligible to drive (if required)?
2. Is the volunteer also an employee of the City? If so, has the City investigated minimum wage/overtime compensation issues that could arise under the Fair Labor Standards Act?
3. Is any kind of reward being furnished to the volunteer that might be viewed as compensation (other than nominal payments, expense reimbursement, and the like)? If so, has the City investigated whether the person might be properly viewed as an "employee" covered by workers' compensation?

4. Will the volunteer be driving? If so, does Risk Management have a copy of the proof of insurance, driver's license, DMV history report (5 years)?
5. Will the volunteer be operating any machinery or equipment? If so, has the proper training been conducted, and has an appropriate check been made for any required licenses or certifications?
6. Has the City performed an on-site safety assessment at the location where the volunteer will be performing his/her activities?
7. Has the volunteer received appropriate personal protective equipment, and been trained in its use?

VOLUNTEER ORIENTATION - SAMPLE

Volunteer: _____ Date: _____

- _____ 1. Welcome, and explain City's mission, vision and values
- _____ 2. Explain basic functions of the department and the department's role within the city
- _____ 3. Discuss volunteer's duties – content, where to work, tools, whom to ask for assistance (staff member assigned as supervisor)
- _____ 4. Provide training for the assignment and review safety precautions
- _____ 5. Explain working conditions:
 - _____ Hours of work (as agreed) _____
 - _____ Time sheets and weekly schedules _____
 - _____ Lunch periods, dinner periods, breaks _____
 - _____ Reporting absences (Request phone call)
 - _____ Parking and use of employee entrances
 - _____ Use of staff room
 - _____ Personal telephone calls and mail
 - _____ Injuries/accidents occurring during volunteer service (forms: insurance claim procedures; accident reporting)
 - _____ Excess Insurance
 - _____ Emergency information (form: emergency information)
 - _____ Contact Name: _____ Contact Phone: _____
 - _____ Contact Address: _____
 - _____ Other (specify): _____
- _____ 6. Explain standards to be met that are critical to the volunteer assignment
 - _____ Performance of duties
 - _____ Attendance and punctuality
 - _____ Handling confidential information
 - _____ Behavior, especially with the general public
 - _____ General appearance
 - _____ Safety practices
 - _____ Volunteer policies
 - _____ Other (specify): _____
- _____ 7. Tour and introductions to other staff
- _____ 8. Answer questions
- _____ 9. First on-the-job assignment/task

Supervisor's initials: _____

CITY OF ROSEVILLE

ADMINISTRATIVE REGULATION

APPROVED:



W. Craig Robinson, City Manager

Number:

A.R. 2.03

Date Effective:

May 15, 1987

Date Revised:

June 1, 2007

SUBJECT: HARASSMENT POLICY

PURPOSE

It is the policy of the City of Roseville that employees have a right to work in an environment, which assures fair and courteous treatment of all staff members and the general public. The City of Roseville will not tolerate any form of unprofessional conduct, which is considered harassing, threatening, or demeaning whether instigated by an employee or a non-employee.

POLICY

The City of Roseville will take reasonable steps to prevent harassment from occurring and will take effective action upon receiving reports of alleged harassment. A complaint procedure is available for employees to identify concerns and the City will investigate these concerns. The results of investigations will be communicated to the appropriate parties. Employees found to be in violation of this policy will be subject to disciplinary action up to and including termination.

It is also a violation of this policy for an employee to retaliate against a person making a concern known, witnesses or other parties to a complaint of harassment. A verified allegation of retaliation will also subject an employee to disciplinary action, even if the original complaint is not determined to have merit.

DEFINITION

Physical or verbal threats or demands constitute harassment when:

Submission to such conduct is either an explicit or implicit term or condition of employment; or

Submission to or rejection of the conduct is used as a basis for making employment decisions; or

Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive employment environment.

Harassment is a form of misconduct, which undermines the integrity of the employment relationship. Individuals should not be subjected to harassment, either verbal or physical, regardless of race, color, religion, ancestry, national origin, age (over 40 years), sex and pregnancy, sexual orientation, gender identity, marital status, medical condition and family leave, physical disability (including AIDS), mental disability, or any other status protected by state or federal statutes. Such harassment may include, but is not limited to; Threatening verbal, visual, or physical conduct; threats, demands and retaliation.

No individual, either female or male, should be subjected to sexual overtones or conduct, either verbal or physical. Sexual harassment does not refer to occasional compliments of a socially acceptable nature. It refers to behavior that is not welcome, which is personally offensive, which debilitates morale, and which, therefore, interferes with work effectiveness. Such harassment may include, but is not limited to:

Suggestive or obscene letters, notes, invitations, electronic messages, derogatory comments, slurs, jokes, epithets, assault, touching, impeding or blocking movement, leering, gestures, displaying sexually suggestive objects or pictures, or cartoons;

Continued expression of interest in dating after being informed that the interest is unwelcome; unwanted sexual advances;

Coercive sexual behavior used to control, influence, or affect the career, salary, and/or work environment of another employee.

ACCOUNTABILITY AND RESPONSIBILITY

All City employees shall be accountable for compliance with the intent of the law and City policy.

Department heads, other managers and supervisors are responsible to exercise reasonable care to prevent and correct promptly any harassing behavior and shall accordingly, ensure that their employees are aware of this policy;

It is the responsibility of the Human Resources Director or designee to provide guidance, investigate charges of impropriety, and recommend appropriate action.

COMPLAINTS

Individuals who have complaints are encouraged to utilize the grievance procedure (Personnel Rules and Regulations, Section 3.24) for charges of harassment. Complaints may be verbal or written and shall be submitted to the supervisor or department head as appropriate. The department head shall be required to report all violations of this policy to the City Manager and the Human Resources Director. If an employee believes that the department head has not taken immediate and appropriate action, the employee should refer the complaint to the Human Resources Director or

City Manager. An employee may contact Human Resources directly to initiate a complaint. Any person employed by the City of Roseville has a right to file a complaint.

CONFIDENTIALITY

Investigations of alleged incidents of workplace harassment will be conducted in the most confidential manner possible. Individuals other than the immediate parties may be contacted during the fact-finding investigation process. All contacted parties are to cooperate fully and refrain from discussing the case outside the formal investigation process. Information regarding the allegations and investigation of harassment will be limited to those who have a legitimate need to know.

ALTERNATIVE PROCESSES

While employees are encouraged to utilize the City process to address concerns about workplace harassment, remedies and complaint procedures are available through the California Department of Fair Employment and Housing (DFEH) and the federal Equal Employment Opportunity Commission (EEOC). Directions on how to contact these agencies are posted on employment-related bulletin boards located throughout the City.

**CITY OF ROSEVILLE
ADMINISTRATIVE REGULATION**

APPROVED:



ALLEN E. JOHNSON, City Manager

Number: A.R. 1.06

Date Effective: April 29, 1996

Date Revised:

SUBJECT: VIOLENCE IN THE WORKPLACE POLICY

PURPOSE

To provide a policy to ban violence in the workplace.

POLICY

The City of Roseville is concerned about the safety and security of its employees and the citizens of the community. The City of Roseville has adopted this Zero Tolerance Policy for workplace violence because it recognizes that workplace violence is a growing problem nationally that needs to be addressed by all employers. Consistent with this policy, acts or threats of physical violence, including intimidation, harassment, and/or coercion which involve or affect the City of Roseville or which occur on City property will not be tolerated. Violations of this policy will lead to disciplinary action up to and including termination.

“Threats or acts of violence” include conduct against persons or property that is sufficiently severe, offensive, or intimidating to alter the employment conditions at the City of Roseville, or to create a hostile, abusive, or intimidating work environment for one or more City employees.

General examples of prohibited workplace violence include, but are not limited to, the following:

1. All threats or acts of violence occurring on City property, regardless of the relationship between the City and the parties involved in the incident.
2. All threats or acts of violence not occurring on City property but involving someone who is acting in the capacity of a representative of the City.
3. All threats or acts of violence not occurring on City property involving and employee of the City if the threats or acts of violence affect the legitimate interests of the City.
4. Any threats or acts resulting in the conviction of an employee or agent of the City, or of an individual performing services on the City’s behalf on a contract or temporary basis, under any criminal code provision relating to threats or acts of violence that adversely affect the legitimate interests and goals of the City.

Specific examples of conduct that may be considered “threats or acts of violence” prohibited under this policy include, but are not limited to, the following:

1. Hitting or shoving an individual.
2. Threatening to harm and individual or his/her family, friends, associates, or their property.

ATTACHMENT #8 cont.

3. The intentional destruction or threat of destruction of property owned, operated, or controlled by the City.
4. Making harassing or threatening telephone calls, letters or other forms of written or electronic communications.
5. Intimidating or attempting to coerce an employee to do wrongful acts that would affect the business interests of the City.
6. Harassing surveillance, also known as “stalking”, the willful, malicious and repeated following of another person and making a credible threat with intent to place the other person in reasonable fear of his or her safety.
7. Making a suggestion or otherwise intimating that an act to injure persons or property is “appropriate”, without regard to the location where such suggestion or intimation occurs.
8. Carrying weapons in a personal or city vehicle or on their person while in a duty status or on City property (on or off duty). Weapons are defined as all firearms and weapons which are illegal under California Penal Code, Section 12020, including but not limited guns, nun chucks, brass knuckles, Billy clubs, and switchblade knives.

While Public Safety employees of the City may be required as a condition of their work assignment to possess firearms, weapons or other dangerous devices, or permitted to carry them as authorized by law, it is the City’s policy that such employees are to use them only in accordance with departmental operating procedures and all applicable State and Federal laws.

The City of Roseville’s prohibition against threats and acts of violence applies to all persons involved in the City’s operation, including but not limited to City personnel, contract and temporary workers, and consultants. Violations of this policy by any covered individual will be followed by disciplinary action up to and including termination.

EMPLOYEE OBLIGATIONS

Each employee of the City and every person on City property are encouraged to report incidents of threats or acts of physical violence of which he/she is aware. Even without an actual threat, personnel should also report any behavior is job related or might be carried out on a City controlled site, or is connected to City employment. Employees are responsible for making this report regardless of the relationship between the individual who initiated the threat or threatening behavior and the person(s) who was/were threatened or the focus of the threatening behavior.

In cases where the reporting individual is not a City employee, the report should be made to the City of Roseville Police Department.

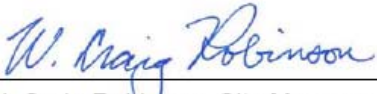
In cases where the reporting individual is a City employee, the report should be made to the reporting individual’s immediate supervisor, or to a management level supervisory

employee if the immediate supervisor is not available. The supervisor or management employee will immediately report the incident to the Risk Manger, who will interview the reporting employee and complete a Threat Incident Report with copies to the Administrative Services Director and the Roseville Police Department for any further necessary action.

CITY OF ROSEVILLE, CALIFORNIA

ADMINISTRATIVE REGULATION

APPROVED:



W. Craig Robinson, City Manager

Number: A.R. 1.04

Date Effective: October 1, 1991

Date Revised: July 25, 2007

SUBJECT: USAGE OF CITY COMPUTER & TELECOMMUNICATIONS RESOURCES

PURPOSE

It is the purpose of this Administrative Regulation to govern the usage of City computer and telecommunication resources which include but are not limited to personal computers, computer servers, personal digital assistants, software, networking resources, telecommunication (including voice mail) and any and all data.

APPLICATION

This regulation applies to all employees of the City of Roseville.

POLICY

City computer and telecommunication resources are to be used only for City-related activities. City computer and telecommunication resources are not to be used for personal or other non-related City business activities. All computer resources data is to be considered the property of the City and cannot be used for personal/private purposes. Electronic and telephone voice mail distributed via City computer and telecommunication resources are also to be considered as City property and cannot be considered the private property of the sender or recipient. Electronic mail and instant messaging should be utilized in a similar manner as the City telephone.

The City is entitled to a copy of any data/information maintained on its computer system. The City controls all use of its computer resources. In order to protect City computer resources, employees WILL NOT USE PERSONAL SOFTWARE.

Proprietary software and its associated documentation are subject to copyright laws and licensing agreements and are not to be reproduced unless authorized under a licensing agreement. Appropriate documentation to substantiate the legitimacy of the software is necessary. Employees will not use unauthorized "**Pirated**" software on City computer resources.

EXCEPTION

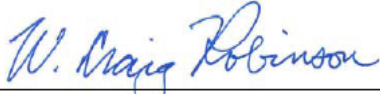
Employees may use City computer resources after normal business hours for educational purposes, if prior department approval has been obtained.

ATTACHMENT #10

CITY OF ROSEVILLE, CALIFORNIA

ADMINISTRATIVE REGULATION

APPROVED:



W. Craig Robinson, City Manager

Number: A.R. 2.09

Date Effective: March 22, 1991

Date Revised: December 1, 2003

SUBJECT: NO SMOKING POLICY

PURPOSE

It is the policy of the City of Roseville to provide a smoke-free environment for all its employees. Smoking is not permitted at any time within any City building (including interior open air areas) or vehicle except as specified below.

APPLICATION

This policy applies to all City employees, visitors and all other persons occupying City buildings and vehicles. Smoking is permitted in vehicles exclusively assigned to one employee only (i.e. non-shared vehicles), and only when that employee is alone in the vehicle. Employees who wish to smoke during work hours may do so only on their regularly scheduled rest and lunch breaks. Smoking is not allowed within 20 feet of all exits, entrances and operable windows of all City buildings. Employees who work outside may smoke so long as such activity does not interfere with work activities, job safety, or cause an inconvenience to other employees.

To adequately advise the public of this policy, all job announcements will inform job applicants that the City of Roseville promotes a "no smoking" atmosphere. Likewise, all City facilities and vehicles will be posted that smoking is not permitted.

ACCOUNTABILITY

Employees disregarding this policy will be subject to discipline per section 3.4 of the City of Roseville Personnel Rules and Regulations.

Reports of violations of this policy should be forwarded through usual supervisory chain of command, or to the Risk Management Division.

Attachment #11

CITY OF ROSEVILLE, CALIFORNIA

ADMINISTRATIVE REGULATION

APPROVED:	Number:	A.R. 2.12
	Date Effective:	April 7, 1999
<hr/> W. Craig Robinson, City Manager	Date Revised:	August 8, 2007

SUBJECT: VOLUNTEERS/NON-CITY PERSONNEL

PURPOSE

To establish a Citywide Policy for utilizing volunteers.

POLICY

When City of Roseville staff utilizes volunteers to perform activities, the following procedure will be followed.

PROCEDURE

1. When a new assignment or event is being planned that will utilize volunteers, a "Volunteer Job Description" (attachment A) will be completed and submitted to the Human Resources Department for approval prior to the start of the assignment. Each request will be evaluated on an individual basis. Volunteer assignments that pose work with a high level of risk exposure will not be approved.
2. A "Volunteer Application" (attachment B) is completed by all potential volunteers in either paper format or via the City's online volunteer management system. If the paper copy is completed, the department liaison will enter the completed application information into the online volunteer system.
3. Volunteers who have supervisory or disciplinary responsibility over "vulnerable populations" (children, the elderly, individuals that are mentally or physically challenged), will be fingerprinted before the volunteer assignment begins.
4. Volunteers will sign a "Volunteer Release and Waiver of all Claims" (attachment C) before the volunteer assignment begins. The signed waiver is then forwarded along with the approved Volunteer Job description to the Human Resources Department. The receipt of all required paperwork will be entered into the online volunteer management system. The volunteer coordinator overseeing the volunteer assignment is responsible for keeping a copy of the waiver.
5. Volunteers will not begin working until the above steps have been completed and results are entered into the volunteer management system.
6. A brief orientation will be conducted by the department to include:
 - a. Review of the approved Volunteer Job Description
 - b. Information about the City, the assigned department, and the specific volunteer activity
 - c. Safety information and training for the assignment
 - d. Notification of the next new employee orientation/buss tour (attendance is optional)

RETURNING ASSIGNMENT

A volunteer can return to an assignment after a period of inactivity, as long as: all required paperwork is on file, the assignment has not changed in scope, and the period of inactivity has not exceeded six months.

ATTACHMENT #11 cont.

If an assignment has changed or the volunteer has been inactive for a period of six months, steps 1, 3, and 4 under the Procedures section must be completed. The volunteer's information on the Volunteer Application (paper or on-line version) will need to be current and verified.

It is the hiring department's responsibility to ensure all paperwork is complete and on file in the Human Resources Department.

UNSOLICITED APPLICATIONS

Unsolicited volunteer applications received in the Human Resources Department will be sent to department liaisons that match the interests of the volunteer. Department liaisons will contact the potential volunteer directly.

Departments in need of volunteers may also search the online volunteer management system for potential volunteers at anytime.

Have you logged your volunteer hours today?

Your time is valuable, so don't let a moment slip away!

Log your volunteer hours at myvolunteerpage.com!

username

password

Logging your hours is as easy as 1-2-3!

1. Login with your username and password
2. Click the **My Hours Log** tab
3. Click the **Log New Hours** tab



my **VolunteerPage.com/Roseville**

Looking for a volunteer opportunity?

Six quick steps to search and register for volunteer positions by organization.

1. Go to: myvolunteerpage.com/roseville
2. Under find "volunteer activities by" click **organization name**
3. Enter the organization name and click **find activities**
4. Click on the volunteer position you are interested in
5. To register with an organization and sign up for a volunteer position, click ***I would like to volunteer for this organization***
6. Follow the directions to complete your registration. Once you have established a user name and password, turn this card over and write it down for future reference.



my **VolunteerPage.com/Roseville**