

The City Of Covington
Volunteer Assignment Information

“DO NOT RETURN THIS FORM, KEEP WITH THE HANDBOOK”

Volunteer Name: _____
First Middle Last

You are an individual volunteer:

Your volunteer job title is: COACH OR ASSISTANT COACH

Your starting date is: _____

You represent a group or organizational volunteer effort on behalf of the:

Organization or Group Name

Your starting date or project date is: _____

Your assigned department is: Parks & Recreation Department / Recreation Division

Your supervisor:

Sean Conway
Supervisor's name

Athletics Specialist
Title

Supervisor's Contact Information:

E-mail: sconway@covingtonwa.gov

Telephone: (253) 480-2489

The City Of Covington
16720 SE 271st Street, Suite 100
Covington, WA 98042
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VOLUNTEER HANDBOOK

RULES AND PROCEDURES

Adopted April 12, 2005 / Revised Dec. 9, 2009

WELCOME

*The City of Covington is excited that you will be
volunteering your time to the Covington community.*

*Thank you for your contribution to the City of Covington.
We hope that your volunteer experience
is positive and rewarding.*

**City of Covington Volunteer Program
16720 SE 271st Street, Suite 100
Covington, WA 98042
Telephone: (253) 480-2411
Fax: (253) 480-2401
Website: <http://www.covingtonwa.gov>**

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SECTION 1 INTRODUCTION

1.1 About the City of Covington

The City of Covington incorporated on August 31, 1997. City population in 1997 was approximately 12,500 and in 2009 it was 17,500. The City covers 6.5 square miles.

Covington is named for a surveyor hired by the Northern Pacific Railroad back in the 1880's. In the 1890's, Covington Lumber Company was formed. Soon, other lumbermen came to the Covington area.

By the early 1900's, the area had a school, store, post office, loan office, feed mill, and fire station. Land sold for about \$5 an acre. Meridian cemetery, Granger's Co-Op, and the Farmer's Party Line (telephone) were also started at this time.

Once the lumbermen were done logging the area, the "Soos Creek stump ranchers" came and turned the land into valuable dairy farms. Today, the City is largely residential with a downtown commercial core

Our city operates under a Council-Manager form of government. We have seven elected council members that serve four-year terms.

The City of Covington has grown and changed a lot in the last 125 years, but Covington is still a great place to live, work, play, and *volunteer*.

"Covington is a destination community where citizens, business and civic leaders collaborate to preserve and foster a strong sense of unity."

1.2 Welcome to the team!

The City of Covington has a dedicated staff and they will welcome your contributions as a volunteer. This handbook has been prepared as a guide and reference to acquaint you with the policies and procedures for volunteers. Volunteers are needed in all departments of the City and on the public commissions/council.

This handbook was designed as a quick reference to present policies and procedures to help the City of Covington volunteer understand and perform their roles effectively. This handbook is comprised of general information applicable to all departments, and may also contain a separate section with specific policies for a specialized area.

Please take the time to review and understand this handbook. If you have any questions or concerns about this handbook, please feel free to contact your supervisor or the Personnel Manager.

SECTION 2 PROGRAM GOVERNANCE

2.1 Authorization

The Volunteer Program for the City of Covington operates under the authority of the City Manager. Their supervision is provided by department supervisors. Volunteers have been active with the City since its incorporation.

2.2 Mission

The goal of the City of Covington Volunteer Program is to enhance the partnership between the City and the citizens.

By volunteering, citizens have an opportunity to learn about their local government and interact with City employees on municipal concerns and projects. The City gains by utilizing the time and experience of volunteers and, therefore, can provide better services to the citizens of Covington.

In providing volunteer opportunities, the City of Covington is committed to State and Federal laws, and to upholding professional and ethical standards. This includes a commitment not to directly replace employees or paid positions with volunteers, and to provide volunteer opportunities that utilize and value volunteer talent and expertise.

2.3 Organizational Structure

Opportunities to volunteer are available in many of the City's departments. An organizational chart is available. (See Exhibit A)

SECTION 3 VOLUNTEER DEFINITIONS

3.1 Definition of a Volunteer

A volunteer is a person or group that is willing to work without the expectation or receipt of a salary or financial reward (except for reimbursement of approved expenditures by your supervisor). The City of Covington recognizes three types of volunteers. They are:

1. Volunteers (individuals or groups) supervised directly by City personnel.
2. Volunteers belonging to an established organizations or group that provides supervision to its members, such as Boy Scouts, Girl Scouts, Kiwanis, Rotary Club, church and community groups, etc.
3. Citizens joined together to address community concerns, but are self-supervised, such as the Covington Chamber of Commerce (CCoC), Covington Citizens Action Committee (CCAC), etc.

These categories are defined in more detail in Section 4—Volunteer Classifications. This handbook primarily deals with volunteers supervised directly by City personnel.

3.2 Age of Volunteers

Volunteers supervised directly by City personnel must be at least 14 years of age. Persons under the age of 18 are considered youth volunteers and must have a parent or guardian's signature on an application before they can be considered for a volunteer position. City policy also requires that careful consideration be taken in regard to the type of volunteer activities in which youth participate. City policy prohibits youth volunteers—even if they are of legal driving age—from driving during their volunteer activities and from participating in activities that may be hazardous.

Guidelines for determining hazardous activities include, but are not limited to, standards set by the U.S. Department of Labor, Employment Standards Administration, Wage and Hour Division.

3.3 City Employees as City Volunteers (The Fair Labor Standards Act-FLSA)

The FLSA states that City employees **cannot** volunteer their time to City projects that would require the use of skills for which the City normally compensates those employees. City employees can participate in City projects on a volunteer basis if the project uses skills outside their area of expertise and the activity occurs outside their usual working hours. For example, a Finance Department employee hired for accounting knowledge can participate in a Parks and Recreation volunteer project that utilizes manual labor skills and is scheduled outside of the employee's usual work hours.

SECTION 4 VOLUNTEER CLASSIFICATIONS

Three categories of volunteers are recognized by the City of Covington. The criteria, in general, for volunteer classification is whether the City or some other organization provides the volunteer supervision and what conditions govern that supervision. The three categories are described in detail below.

4.1 Volunteers (Individuals/Groups) Supervised Directly by City Personnel

Covington has volunteer opportunities for individuals within most of its departments. Opportunities fall into three categories: Commissions/Council, Departmental, and Emergency.

A. Commission Volunteers

Commissions and their supporting departments are listed below:

Commission/Council	Supporting Department
Arts Commission	Parks & Recreation
Community Economic Development Council	Community Development
Parks & Forestry Commission	Parks & Recreation
Planning Commission	Community Development
Youth & Family Commission	Personnel and Human Services

The "Application for Board/Commission Position" is available in the City Hall lobby and on the City's web site (See Exhibit B). The application process includes a review of the completed application by the appropriate department. Candidates are interviewed by the City Council. The City Council then selects a candidate(s) and the appointment(s) is confirmed at a City Council meeting.

B. Departmental Volunteers

Departmental volunteer opportunities are diverse, ranging from continuous departmental assignments with no designated timeframe to special short-term assignments of a stated duration. Opportunities include, but are not limited to, data entry, filing, typing, writing, project coordination, and parks or Public Works maintenance.

The "Volunteer Application" is available in the City Hall lobby and on the City's web site. (See Exhibit C) The application process includes a review by the Personnel Division and by staff in the departments needing assistance in order to provide an appropriate match of skills. Please note that there are times when an individual's skills do not meet departmental needs, so no immediate match may be made. Selected volunteers will be called in for an informal interview prior to assignments being given.

C. Emergency Volunteers

Emergency situations may arise such as natural disasters where citizens offer their assistance to the City. For example, citizens could volunteer to fill sandbags to contain a flooding stream. In these circumstances, the City's application process for volunteers cannot apply. City personnel in charge of handling an emergency will have the authority to make on-the-scene decisions whether a particular activity is appropriate for each potential volunteer. City personnel will maintain a roster of the volunteers' names and the time they served in order for the City to provide insurance coverage for medical injuries.

D. Volunteers Supervised by Personnel of Established Organizations

This category of volunteers consists of persons who have membership in an established organization and that organization assumes responsibility for project planning and on-site project supervision. Examples of these organizations are church groups, fraternal organizations, and Scouts. Volunteer activities performed by this category for the City are usually short-term, group projects, such as clean-up campaigns like "Adopt-a-Street", "Adopt-a-Park", "Make a Difference Day", or "Arbor Day".

The City's role in these projects is limited to the project process that includes study of the project purpose and conditions prior to project implementation. Organizations that would like to donate their time to a Covington community project are encouraged to contact the City's Personnel and Human Services Analyst to be referred to the appropriate City staff member.

E. Volunteers Joined Together as Self-supervised Citizen Groups

Volunteers in this category are citizens who have joined together to address a community concern. Groups in this category, such as the Covington Citizens Action Committee, interact with City personnel to keep them advised of citizen concerns. They are not supervised by City administration.

Persons interested in volunteering for these organizations can consult the City's receptionist, who will refer them to the appropriate City staff member or organization member.

SECTION 5 VOLUNTEER POLICIES

5.1 Application Process

Persons seeking to volunteer for positions directly supervised by City of Covington personnel—with the exception of the Commission/Council—are required to apply through the office of the Personnel Division. The procedure for applying requires a potential volunteer to:

- Complete an application form.
- Interview with City personnel to exchange information about the applicant's interests and abilities and the skills required for available positions. Any request for accommodation, if necessary, for a specific assignment should be made by the applicant during the interview process and will be evaluated in accordance with the Americans with Disabilities Act.
- Authorize the Personnel and Human Services Analyst or designated City department to conduct necessary background checks, if applicable.

Following this process, a City departmental employee or the Personnel and Human Services Analyst notifies the applicant of the City's decision whether or not their volunteer services can be utilized.

5.2 Background Checks

Washington State law (RCW 43.43.830 through 43.43.845) requires that all persons potentially coming into contact with “children under sixteen years of age, developmentally disabled persons, or vulnerable adults, including senior citizens” must complete a disclosure form and have a background check as to whether they have been convicted of any “crime against children or other persons.” These crimes include specified categories of physical and sexual violence, sexual exploitation, and custodial interference, plus the specific crimes of first or second degree robbery, first degree arson, first degree burglary, first or second degree extortion, and vehicular homicide.

Potential volunteers will be notified of a pending background check and also of the results of the check. Failure to authorize a required background check or to provide the information required for the City to perform a background check will result in a rejection of the volunteer application. The City reserves the right to utilize the results of the background check in determining suitability for volunteer activity.

The City, as a minimum, will disqualify anyone as a volunteer if the results of the background check reveal any of the following: more than one DUI or other alcohol-related conviction, more than one misdemeanor assault conviction, more than one misdemeanor drug charge, or any felony charge. Anyone aggrieved by a denial decision may file an appeal within fifteen (15) days to the City Manager for his consideration of mitigating circumstances.

5.3 Orientation

Orientation is provided to all persons who volunteer for City-supervised, short- or long-term, assignments or projects.

As a new volunteer, you will receive a general orientation from your department supervisor. This orientation will include a brief review of the volunteer handbook and possible paperwork.

Volunteers will then continue with their orientation in their assigned department. Some objectives of the department orientation are:

- to orient volunteers to the department's personnel and work area.
- to provide volunteers with training regarding their specific assignments or projects.
- to introduce volunteers to City staff and other volunteers.
- to show volunteers the location of their workspace, restrooms, emergency exits, and first aid supplies.

Any other questions or concerns should be directed to your department supervisor.

5.4 SUPERVISION AND RECORDKEEPING

A. City Personnel Providing Supervision

Volunteers for the City of Covington are assigned a supervisor at the time of their volunteer placement. Volunteers are expected to perform their duties only as detailed in the volunteer manual's procedural guidelines or as amended by the volunteer's departmental supervisor. Volunteers should refer any questions or problems regarding their volunteer service to their designated supervisor. Either volunteers or supervisors can refer issues that cannot be resolved in this manner to the Personnel Manager.

B. Volunteer Time Commitment

Volunteers serving on the City of Covington Commissions/Council have designated tenures. As these tenures vary, volunteers are referred to a listing of City Commissions/Council. Please contact the responsible department for duration of tenure.

Volunteers serving most other capacities have no designated tenure. At the time of application, persons seeking volunteer positions are asked to evaluate their current life situations and what level of volunteer commitment they are reasonably able to make. The City has invested both personnel and financial resources in developing volunteer opportunities. Applicants for positions are asked to value this investment and reciprocate with a serious commitment.

Volunteers and supervisors establish the volunteers' assignment schedule at the start of their assignment. Whenever volunteers are unable to maintain the agreed schedule, they are responsible for informing their supervisors as far in advance as possible.

C. Attendance

Volunteers are expected to perform their duties as scheduled with their supervisor. If expecting to be absent from a scheduled duty, volunteers shall inform their supervisor.

If you know that you will not be able to volunteer for an extended time period (i.e. jury duty, military duty, medical, etc.), discuss it with your supervisor.

D. Holidays

The City recognizes the following holidays:

- January 1 (New Year's Day)
- Third Monday of January (Martin Luther King, Jr. Day)
- Third Monday of February (Presidents' Day)
- Last Monday in May (Memorial Day)
- July 4 (Independence Day)
- First Monday of September (Labor Day)
- November 11 (Veterans Day)
- Fourth Thursday in November (Thanksgiving Day)
- Friday following Thanksgiving Day
- December 25 (Christmas Day)

Holidays falling on a Saturday will result in a Friday closure of City Hall, while those falling on Sunday will result in a Monday closure.

E. Volunteer Recordkeeping

Volunteers will keep a time sheet (see Exhibit D), that will be given to their supervisor every two (2) weeks. Time is to be recorded in increments of fifteen (.25 hrs.) minutes. Your supervisor signs and submits the time sheets to the Finance Department, so that they may provide the necessary information for insurance coverage to the Department of Labor and Industries. Special project volunteers or group volunteers may have "group" timesheets that are submitted at different intervals (See Exhibit E).

F. Volunteer Evaluation

Volunteers are to be verbally informed of the quality of their performance on an on-going basis. If volunteers' assignments are not completed in an acceptable manner, departmental supervisors are responsible for informing volunteers and for making suggestions for improvement.

Violations of City policies within this manual may result in corrective action ranging from a warning to termination of volunteer service, and for criminal acts, possible civil action or criminal prosecution.

G. Volunteer Resignation/Termination

Either the City or the volunteer may terminate a volunteer's service with the City at any time without prior notice, although prior notice is appreciated.

5.5 VOLUNTEER CONDUCT

City of Covington volunteers supervised by City personnel are expected to adhere to City policies and conduct themselves in a professional manner, working cooperatively with City employees, the public, and other volunteers.

A. Identification Badges

The City provides volunteers with an identification badges at the start of their assignments with the City. These badges are to be worn any time volunteers are serving in their volunteer positions.

Volunteers may not use badges to establish identification, such as for check cashing, or as a means to obtain privileges not otherwise available to them.

Upon termination of volunteer service, the identification badge must be returned to the Executive Department Receptionist or department supervisor.

B. Dress Code

Volunteers are to dress appropriately for their assignments, with consideration for safety and professional appearance. In general, appropriate dress means either business or casual, clean attire that is free of pictures or language that could be considered offensive or abusive. Consideration is also to be given to weather and site conditions for outdoor assignments. Tank tops and cut-offs are not permitted, and shorts are to be worn only in a gym or outdoor settings when authorized by departmental supervisors.

Personal protective equipment, such as latex gloves, masks, etc., that is necessary for some volunteer assignments are provided by the City.

C. Personal Telephone Calls

Personal telephone calls should be limited to those which are necessary and should be as brief as possible. Personal long distance telephone calls should not be made from a City telephone, except in cases of extreme emergency with prior authorization of your supervisor.

D. Personal Use of Electronic Mail and Internet Usage

The City uses electronic media equipment, such as e-mail, personal computers, the Internet and a computer network to increase productivity and communications. You are expected to use the electronic media provided for the City's business purposes and to improve the efficiency and effectiveness with which you perform your volunteer job.

While most volunteers do not have access to the Internet or the City's e-mail, if you do, you should always use your good judgment in using the e-mail system or in accessing the Internet. Despite the password and other security provisions, neither one is confidential or private. Please take special care to avoid transmitting, accessing or downloading any material, jokes or comments that would be inconsistent with the company's policies, such as those promoting discrimination and harassment. For example, please avoid any jokes or comments aimed at a particular gender, race, religion, disability, sexual orientation, age, political beliefs, national origin, etc. Accessing, downloading, and/or transmitting offensive, pornographic, obscene, or profane material or any misuse of the e-mail system or Internet access could lead to termination.

All messages on the e-mail system and all records of Internet access are records and property of the City. While the City is not obligated to monitor volunteer communications, the City reserves the right to access, read, disclose, use and otherwise deal with any messages on its e-mail system or its Internet access in any manner that it chooses, without further warning. All electronic files are subject to employer monitoring, even those files you may have deleted from the computer's system. Consequently, you should not use them for any information that you want to keep personal or private.

Personal use of e-mail is allowable under the following conditions if:

- the use is brief in duration and does not disrupt or distract from the conduct of City business or the volunteer's official duties due to volume or frequency
- the use does not compromise the security or integrity of City information or software
- the use is not for private benefit or gain of the City volunteer or any other person
- under no circumstances does the occasional and limited personal use of e-mail include:
 - any use for the purpose of conducting an outside business;
 - a use for the purpose of supporting, promoting or soliciting for an outside organization or group unless provided for by law or authorized by the City Manager or other designee;
 - any campaign or political use;
 - commercial uses such as advertising or selling; or
 - any illegal activity.

Any prohibited use of the City's information systems may result in discipline up to, and including, termination. If you have any questions, please talk to your supervisor.

E. Solicitation

It is our desire to conduct our operations in an orderly and efficient manner. We believe all volunteers and employees should have the opportunity to work without interference from persons who are pursuing a purpose not related to our normal business. With this in mind, we ask you to respect the following:

You may solicit other volunteers and employees only for non-profit, non-political causes and/or non-religious causes only in such a way that such solicitation does not interfere with or affect your, or any other volunteer or employees' ability to effectively and efficiently perform his or her job. This solicitation is allowed in the break room only—solicitations at the workstations are not allowed.

F. Personal Property

The City will not assume responsibility for loss, theft, or damage to personal property, including vehicles, which you bring to work.

The City retains the right to appropriate, inspect, or destroy any unidentifiable package left on the premises.

G. Political/Religious Activities

As a volunteer for the City, the following restrictions are required regarding political/religious activities. Participation in political, partisan activities is acceptable, providing that City resources and property are not used and the activity does not adversely affect your responsibilities as a volunteer to the City, or your ability to perform your volunteer job effectively and efficiently. You may not campaign or promote religious activities during volunteer time, any time while on City premises, or while representing the City in any way. You may not use city facilities or funds for political activities.

If, during the course of your volunteerism, you are authorized to meet with or represent the City to the public, you may not wear or display any button, badge, or sticker relevant to any political/religious issue during volunteer hours or while performing volunteer time for contributions for political/religious causes.

H. Alcohol, Illegal Drugs, and Controlled Substances

The use, possession, and/or sale of alcoholic beverages or illegal drugs on City property, including vehicles, or reporting for your volunteer duties while under the influence of illegal drugs or alcohol is strictly forbidden.

The use, possession, and/or sale of a controlled substance other than proper use of prescribed medication is detrimental to the health of volunteers, to their job performance, and to the reputation of the City, and is strictly forbidden.

If using a prescribed medication that may affect your performance in operating machinery, please inform your supervisor.

I. Smoke-Free and Tobacco-Free Workplace

Volunteers are not permitted to smoke or use smokeless tobacco in any building owned or leased by the City or in any City owned or leased vehicle. There is no designated smoking or chewing area inside any City building.

J. Weapons Policy

City policy does not permit volunteers to carry weapons in City buildings, City or personal vehicles or on City property during the performance of their volunteer assignments. A weapon is defined as any object, instrument, or chemical that is designed to be used to threaten or inflict injury to another person.

K. Confidentiality

City policy prohibits volunteers from discussing or disseminating any information considered confidential, except as authorized by volunteers' departmental supervisors. Examples of confidential material include, but are not limited to, information that is written, overheard, or witnessed about a person's arrest history, financial situation, or human service issues such as child abuse, domestic violence, land purchases, personnel issues and homelessness.

Volunteers having questions regarding the confidentiality of the information they are handling or a specific incident they have overheard or witnessed are to consult their departmental supervisor or the Personnel Manager.

L. Unacceptable Conduct

Examples of unacceptable conduct may include, but are not limited to:

- The use of profanity or abusive language.
- Theft, misuse, or damage of City property, or property that belongs to an employee or volunteer.
- Falsifying any City record or report that you may be working on.
- Fighting on City premises during volunteer time or during other times and places, if such behavior affects City operation.
- Assault on an employee, a member of the public, or another volunteer.
- Insubordination
- Removal of City property without written approval from your supervisor.

These acts can result in termination of your volunteer services.

SECTION 6

NONDISCRIMINATION/ANTI-HARASSMENT POLICY

The City of Covington policy promotes and affords equal treatment to all persons regardless of race, creed, religion, color, national origin, age, gender, marital status, disability status, sexual orientation, veteran status, or any other basis prohibited by law as discriminatory practices.

Volunteers are expected to support this policy and treat all persons with respect.

6.1 Nondiscrimination Policy

The City is an equal opportunity employer. We believe that every volunteer has the right to work in surroundings that are free from all forms of unlawful discrimination. It is our policy that all decisions involving any aspect of the volunteer's relationship will be made without regard to race, color, ethnic origin, gender, creed, religion, age, marital status, sexual orientation, national origin, citizenship, the presence of any sensory, mental, or physical disability, veteran status, or any other status or characteristic protected by local, state, or federal law. Discrimination and/or harassment based on any of those factors are totally inconsistent with our philosophy and will not be tolerated.

6.2 Anti-Harassment Policy

Definition of Sexual Harassment

Sexual harassment is a form of unlawful harassment by members of the same or opposite sex. In general, it is defined as unwelcome conduct that is of a sexual nature or based on gender.

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, whistling or touching, insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; and other physical or verbal conduct or visual material of a sexual nature. Volunteers have the right to be free from such harassment on the job, either from other volunteers, supervisors, management, citizens, vendors, or City employees. Harassment also includes any such actions described above involving the activities of a City volunteer and directed toward a member of the public.

Harassment is prohibited by state and federal anti-discrimination laws when:

- Submission to or rejection of such conduct is used as the basis of tangible employment action affecting the individual, such as decisions relating to volunteer assignments.
- The conduct creates an intimidating, hostile, or offensive volunteer environment, which affects the terms and conditions of a volunteer assignment.

6.3 Other Harassment

Like sexual harassment, harassment on the basis of any other legally protected characteristic is also strictly prohibited. Unlawful harassment includes harassment on the basis of a person's gender, race, color, gender, marital status, ethnicity, national origin, age, disability, religion, citizenship, sexual orientation, political ideology or veteran status. Harassing conduct may include inappropriate jokes and innuendo, epithets, slurs or negative stereotyping, display in the workplace of offensive materials, and other physical or verbal conduct or visual material.

6.4 Supervisory Oversight

All supervisors and managers have an affirmative duty under this policy to protect volunteers from unlawful harassment and to promptly report any alleged incidents or concerns to the City Manager, your department head or Personnel Manager.

6.5 Reporting Procedures and Guidelines

The City of Covington encourages reporting of any perceived incident of discrimination, harassment or retaliation regardless of the offender's identity or position. Anyone who believes that he or she is a victim of such conduct by any manager, employee, consultant, vendor or volunteer of the City should do the following:

- If comfortable and practical, identify the offensive behavior to the harasser and request that it stop.
- If it is not comfortable or practical to confront the harasser directly or, if you have done so and the harassment is continuing, notify your direct supervisor, Personnel Manager, or City Manager.
- **CONCERNS AND COMPLAINTS WILL BE PROMPTLY INVESTIGATED. NO ONE WILL SUFFER RETALIATION FOR REPORTING SUCH CONCERNS OR COOPERATING WITH ANY INVESTIGATION.**

Whenever possible, the confidentiality of the complaint will be maintained. However, there may be instances where the details of the complaint or identity of the complaining party must be disclosed in order to effectively investigate or address the complaint. In all cases, the City will take all reasonable steps to assure that the complaining party does not suffer any reprisals or retaliation.

6.6 Disciplinary Action Policy

If an investigation shows that any volunteer or employee has engaged in unlawful harassment or discrimination, the City will take appropriate disciplinary action up to and including termination of the harasser's service with the City.

SECTION 7 SAFETY ISSUES AND ACCIDENT REPORTING

The City of Covington promotes accident prevention by providing adequate and documented training, personal protective equipment, and departmental supervision to City-supervised volunteers. Volunteers should consult with their supervisors regarding any safety concerns.

All accidents involving injury or property damage that occur during volunteer service are to be reported to departmental supervisors **immediately**. Volunteers will be required to complete a Comment Summary Sheet regarding the incident/accident which will be supplied by the Personnel Manager as soon as they are informed of the incident and pass it along to their supervisor. If the volunteer is unable to complete the Comment Summary Sheet, the supervisor shall fill out the sheet and return it to the Personnel Manager. (See Exhibit F)

7.1 Use of Personal Protective Equipment

The City is required by Washington State Law (WAC 296.24) to provide volunteers with personal protective equipment whenever warranted by hazardous environmental conditions. Volunteers also are to be trained in the proper use and care of the equipment, which may include protective clothing, shields, and respiratory devices. The equipment is to prevent injury to any part of the body by exposure to environmental hazards through absorption, inhalation, or physical contact.

7.2 Equipment Prohibitions

Volunteers are not permitted to use City-owned mobile power equipment, machinery or hand power tools unless authorized by the department head after adequate training has been received and documented. No City equipment is to be used without proper training, necessary safety devices, and personal protective equipment or clothing.

7.3 Use of City and Personal Vehicles

Volunteers who use their own vehicles to perform duties during their volunteer assignments must have a valid Washington State driver's license, are subject to driving record checks, and must possess and maintain automobile insurance consistent with Washington State law. Volunteers are advised that, if a vehicular accident occurs either while they are performing their volunteer duties or during their commute to and from the volunteer site, their personal insurance is used to cover the accident.

Volunteer use of City vehicles is very limited and only upon prior supervisory approval. Volunteers who are authorized to drive City vehicles must possess a valid Washington State driver's license and are subject to driving record checks.

The City requires that all accidents that occur during the course of City business—regardless of whether the accident involves a City or personal vehicle—need to be reported. Volunteers are to contact the Police Department before leaving the scene of any vehicular accident that occurs during their volunteer assignment and that involves injuries, property damage, or damage to a vehicle other than the volunteer's.

City policy prohibits youth volunteers—even if they are of legal driving age—from driving during their volunteer activities.

Volunteers are also required to report their vehicular accidents during the course of their volunteer duty to their supervisor or to the Personnel Manager as soon after the accident as possible. Volunteers will be required to complete a form that is available through the Personnel Manager. This incident form is not connected with the State of Washington Vehicle Collision form that needs to be filled out in cases of vehicular accidents and submitted in accordance with the process called out on that form.

7.4 In the Event of a Disaster

All staff, volunteers, and visitors are required to wear a city ID badge at all times while in City Hall. One of the purposes of the badge system is accountability in the event of a disaster.

Should a disaster occur that requires an evacuation, anyone inside City Hall should exit from the closest exit available as soon as it is safe to evacuate. The designated meeting location is at the north end of the parking lot, behind the building and near the waste containers.

SECTION 8 MEDICAL ISSUES AND COVERAGE

8.1 Emergency Notification Information

At the time of application, volunteers are asked to list the name, relationship status, and telephone number(s) of persons to notify in case of emergency. (See Exhibit G, which is also part of Exhibit C - Volunteer Application.)

8.2 Administration of First Aid by Volunteers

The City is committed to protecting the health of its volunteers. To this end, volunteers are not required to provide first aid and are hereby informed about the risk of blood-borne pathogens when coming into contact with human blood and certain body fluids. Blood-borne pathogens are diseases carried in the blood, like the Human Immunodeficiency Virus (HIV) or Hepatitis B Virus (HBV).

In the event of an accident, City policy provides that volunteers notify City personnel to handle the situation if that contact can be made quickly. If the situation is an emergency and City personnel are not available, volunteers are to dial 911 immediately.

If volunteers make the **PERSONAL CHOICE** to respond when 911 or other designated first aid providers are not available, volunteers are to use the following procedures:

1. Assess the situation. If at all possible, volunteers are to assist the injured persons in helping themselves without coming into contact with their injuries, particularly bleeding ones.
2. Use universal precautions. Volunteers are to treat all blood or body fluids mixed with blood as infectious. Personal protective equipment (i.e., gloves, face shields, and CPR barrier masks) is to be used to prevent contact with blood or other potentially infectious material. City first aid kits contain this equipment.
3. Wash hands—and any exposed skin that may have come into contact with blood or infectious material—with soap.
4. Dispose of personal protective equipment in a garbage bag and set it aside for disposal by City personnel. Infected floor or ground areas are also to be marked off for disinfecting.

Volunteers are to complete a Comment Summary Sheet incident report for their involvement in any situation where they provided first aid or dialed 911 during the course of carrying out their volunteer duties. This report is to be given to the volunteer's departmental supervisor or the Personnel Manager as soon as possible.

8.3 Medical Coverage for Injuries/Occupational Diseases (Washington State Labor and Industries Coverage)

The City provides insurance coverage to volunteers for medical treatment required for injuries caused by accidents or for designated occupational diseases incurred during their volunteer service.

The City provides this coverage through the Washington State Department of Labor and Industries. The coverage period entitling volunteers to this insurance is based on the dates and hours of volunteers' service as recorded on their time sheets. Accurate record keeping and prompt submittal of time sheets is important both for the volunteers and the City.

Labor and Industry coverage includes youth volunteers (those under the age of 18), and there are no laws governing the number of hours or type of volunteer assignments. City policy does restrict youth volunteer activities such that they cannot drive during their volunteer assignments. Youth volunteers cannot participate in activities deemed hazardous for youth by the U.S. Department of Labor, Employment Standards Administration, Wage and Hour Division.

Labor and Industries coverage does not compensate volunteers for lasting disability, death settlements, or time lost from their employment.

SECTION 9 LIABILITY INSURANCE

The City is self insured through the Washington Cities Insurance Authority (WCIA) for comprehensive liability coverage. In general, volunteers—who are supervised by City personnel in their volunteer service and who act only within the scope of their assigned duties—are protected against liability for their negligent acts. A volunteer’s intentional misconduct is not protected.

Established organizations that volunteer their services to the City—and that provide supervision for their events—are required to sign a contract “holding the City harmless for any injuries and claims of any kind resulting from their actions” (WCIA).

Additionally, organizations may be required to provide “proof of Commercial General Liability coverage, naming the City as an additional named insured”. These documents are to be submitted to the Personnel Manager.

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Volunteer Handbook Acknowledgment

Your signature below indicates that you:

- acknowledge that you have received a copy of the City of Covington Volunteer Handbook;
- understand that you are expected to read the Volunteer Handbook in its entirety promptly, but not later than within seven (7) days of receipt;
- agree that you will follow the rules and procedures indicated within the Volunteer Handbook;
- understand that if you are signing this agreement as a representative of a group or organization undertaking a volunteer effort for the city, it is your responsibility, to the best of your ability, to ensure that other group members are aware of and abide by these rules and procedures;
- will contact your supervisor or the Personnel Manager at (253) 480-2410 if you have any questions about the rules and procedures contained within the handbook; and,
- have been notified that the Volunteer Handbook is the property of the City of Covington, and should be returned to the city (your supervisor or the Personnel Division) when your (and/or the group's/organization's) volunteer assignment ends.

Please sign and date BOTH copies of this acknowledgment. Return one to the city and retain one with the handbook.

Volunteer's Printed Name

Printed Name of Group/Organization represented by
above-noted individual volunteer, if applicable

Volunteer's Signature

Date

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