


Grant County Personnel Policy

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APPROVED:  Richard Stevens, Chair, Board of County Commissioners	04-07-15 Date Signed
LAST REVISED: N/A	CONTACT: Human Resources

309 – Volunteers

- 309.1 General: It is Grant County's policy to permit the use of volunteers to perform certain functions within County government.
- 309.2 Use of Volunteers: Grant County may use the services of persons who volunteer for public service or humanitarian purposes. It may also use the services of persons who volunteer to perform activities which, due to budgetary and other considerations, may not be completed and/or performed by regular employees in the normal course of their work at the County; volunteers may perform services for the County and/or augment the work of staff.
- 309.3 Expectations of Volunteers: Volunteers, although unpaid, are considered to be employees of Grant County and are subject to the same expectations of behavior and conduct. The hiring authority is required to complete appropriate employee orientation for all volunteers.
- 309.4 Consult with Human Resources: Assigning volunteers to complete tasks normally completed by employees covered under collective bargaining agreements may not be appropriate. The hiring authority is required to review such assignments with Human Resources prior to assignment.
- 309.5 Compensation and Coverage:
- 309.5.1 Volunteers are not paid for their time;
- 309.5.2 Volunteer activity must be entered into without promise or expectation of compensation or future employment, but solely for public service;
- 309.5.3 Volunteers are not covered by the County's employee health insurance or related benefits;
- 309.5.4 Volunteers are covered by the County's Labor and Industrial insurance while serving as volunteers.
- 309.6 County Liability for Volunteers: Grant County does not assume liability for the acts or omissions of volunteers. County departments and offices using or considering using volunteers must review and verify liability issues with the County's Administrative Services Coordinator.

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