

TOWN OF GILMANTON VOLUNTEER POLICY

The Town of Gilmanton (“Town”) supports and appreciates the work that volunteers perform for the benefit of the residents of the Town. The Town’s volunteer program helps to provide an opportunity for Gilmanton residents wishing to contribute to their community.

1. Purpose of Volunteer Policy

The purpose of this Volunteer Policy is to inform volunteers of the Town of Gilmanton as to the terms and expectations of that volunteer relationship and to promote transparency to volunteers working on behalf of the Town of Gilmanton. This policy is designed to reduce volunteer risk and protect Town of Gilmanton volunteers, staff, and the community.

The Town of Gilmanton is committed to providing an environment in which volunteerism is promoted and the essential contribution of volunteers to the Town is recognized. Volunteers improve community relations, bring members of the community together toward the achievement of common goals, and improve community connection.

2. Volunteer Defined

A volunteer is defined as an individual, other than an elected or appointed Town official, who performs services on behalf of the Town of Gilmanton without the expectation of receiving compensation and does not actually receive compensation from the Town of Gilmanton. Volunteers are not considered to be “employees” of the Town of Gilmanton and are not subject to workers compensation or any other benefits available to employees of the Town of Gilmanton.

3. Use of Volunteers.

Any use of volunteers by the Town is subject to the prior approval of the Town’s Select Board. All volunteers shall be appointed by the Select Board.

4. Recruitment and Volunteer Appointment

All volunteers must be eighteen (18) years of age or older, and the Town may require volunteers to provide a photocopy of proof of age (birth certificate, driver’s license, or state-issued ID) before volunteer services may begin.

The Town will appoint volunteers without regard to a volunteer’s race, color, religion, sex, sexual orientation, national origin, citizenship status, age, disability, or veteran’s status. Qualifications for volunteer roles will be based on the nature and demands for the volunteer work and shall be based on the prospective volunteer’s ability and suitability to perform the tasks associated with the volunteer role on behalf of the Town and in accordance with all requirements set forth in this Policy.

Prospective volunteers shall fill out and sign an application for volunteer service identifying the individual's name and contact information, experience, and skills and interest that relate to the volunteer position sought. Prospective volunteers shall submit the volunteer application together with a signed Volunteer Service Statement & Release and Indemnity Agreement ("Agreement"). The Town reserves the right to screen any applicant for volunteer service to determine suitability for the individual to serve in the volunteer role and to seek additional information related to the same. Volunteer roles which may involve interaction with minors may require additional screening, such as reference and/or CORI and/or criminal record checks.

While the Town appreciates those willing to serve and provide their time and effort to the betterment of the Town, there may be circumstances where an appointment of an individual to a volunteer role may not serve the best interests of the Town, the community, or the individual. In such instance, the Town reserves the right to decline the service of any prospective volunteer for any reason not prohibited under the law.

Once the Select Board approves the appointment of a volunteer, the Select Board will issue the Volunteer Appointment Letter. The Volunteer Appointment Letter, which will include a description of the expectations and duties of the volunteer position that is being filled and the pertinent dates on which instruction/orientation will be provided to the volunteer related to the work to be done.

Volunteers shall not engage in volunteer services until the Town has issued the Appointment Letter.

The Select Board may waive aspects of this Recruitment process as the Board deems within the best interests of the Town.

5. Maintenance of Records.

All documentation related to the volunteer services shall be kept on file with the Town.

6. Volunteer Tasks and Prohibited Actions.

Volunteers may engage only in light work, as expressly authorized by the Town in a Volunteer Appointment Letter.

For example, volunteers at the Transfer Station may direct residents where to go and may answer questions as to where to deposit certain materials, but are not permitted to dispose of trash, lift objects, or handle hazardous materials. By way of further example, volunteers for the trails maintenance activities may engage in ground level painting, light debris hauling, brush cleanup, etc.

Volunteers are prohibited from engaging in conduct that is not expressly authorized in the Volunteer Appointment Letter and from engaging in heavy construction activities, work from heights (staging, roofing, etc.), electrical work, plumbing, power tool use, and other inherently dangerous activities.

4. Safety and Health Standards.

Volunteers must wear appropriate personal protective equipment (PPE) as required by the Town, including but not limited to, gloves, hard hats, work boots, eye and hearing protection, chaps, etc. Volunteers must wear appropriate attire as required by the Town, including, where appropriate long-sleeve shirts, pants, hats, etc.

6. Standards of Conduct.

Volunteers shall abide by all federal, state, and local laws, rules, regulations, ordinances, and policies, as well as New Hampshire laws concerning volunteers of governmental entities. Volunteers are expected to uphold the same behavior standards as the Town's officers and employees. Volunteers shall act in good faith and in accordance with the scope of duties agreed upon by the Town.

Volunteers shall adhere to the Standards of Conduct found as Appendix A to this Volunteer Policy.

7. Volunteer Supervision.

Each volunteer shall perform duties under the supervision of a designated Town agent. Volunteers must obey the directions and orders of the designated Town agent designated as their supervisor.

8. No Compensation.

It is mutually understood that volunteer services will be donated. Volunteers will not be entitled to, nor expect, any present or future salary, wages, or other benefits for their voluntary services. Volunteers are not employees or independent contractors of the Town. Nothing in this Policy shall be deemed to create a contract for employment or a employer-employee relationship between the volunteer and the Town.

9. Termination.

Both the volunteer and the Town have the right to terminate the volunteer's association with the Town related to the volunteer services at any time and for any reason, with or without cause, with written notice of such termination.

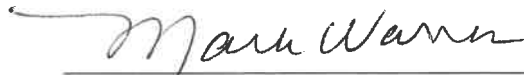
Adopted by the Gilmanton Board of Selectmen on _____, 202__.



Vincent Baiocchetti, Selectman
Duly Authorized



Evan Collins, Selectman
Duly Authorized



Mark Warren, Selectman
Duly Authorized

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APPENDIX A

VOLUNTEER STANDARDS OF CONDUCT

- A. Volunteers are expected to provide service to the Town at the date(s) and time(s) that the volunteer commits to work.
- B. Volunteers are not to misuse or abuse any Town property.
- C. Volunteers that may have access to Town information system and/or records are expected to not seek to access or disclose confidential information, including, but not limited to, social-security numbers, dates of birth, credit card information, emergency protocols, personnel information, pending law enforcement investigation files, sensitive financial information provided by third parties, and other information that would not be subject to disclosure under RSA 91-A.
- D. Volunteers with access to Town computers shall comply with the Town's Computer Use and Communications Equipment Policy, as reflected in the Town's Personnel Policies, as amended.
- E. Volunteers are expected to abstain from using abusive or disrespectful language while providing volunteer service. Examples of abusive or disrespectful language includes vulgar language, profanity, disrespect toward other volunteers, employees, and members of the public, complaining in front of visitors, creating any type of disturbance, demonstrating a lack of cooperation or respect, verbally abusing or neglecting visitors, vendors, or residents of the Town.
- F. Volunteers shall not violate any safety regulations or endangering the health or safety of other persons; failing to report any work-related accidents.
- G. Volunteers shall not use abusive or profane language to another volunteer or to a Town Employee; negligently or intentionally destroy another's property; destroy or deface of Town property; threaten bodily harm; attempt to strike another; strike another individual; use threatening, abusive or profane language or other provocation, which might reasonably be expected to result in a disturbance.
- H. Volunteers shall not violate any state, federal, or local law, rule, regulation, policy, or ordinance while in service to the Town.

- I. Volunteers shall not engage in dishonesty (including lies, willful concealment, and omissions) with another volunteer coworker, supervisor, Town employee, resident, vendor, visitor or to the Town.
- J. Volunteers shall not bring, possess, dispense, sell, buy, or use alcoholic beverages or illegal drugs on Town property or while acting in service to the Town, nor shall volunteers be under the influence of drugs or alcohol while in service to the Town.
- K. Volunteers shall not steal, misuse, or destroy any Town property or the personal property of a fellow volunteer, resident or visitor.
- L. Volunteers shall not misuse Town property, including using Town property for personal purposes or for purposes that are not related-to or in furtherance-of the Town's business.
- M. Volunteers shall follow all directions of supervisors while acting in service to the Town and shall not disregard of any directive, order or rule of a supervisor.