

# TOWN OF WILBRAHAM, MASSACHUSETTS

## Volunteer Policy

### I. INTRODUCTION

The Town of Wilbraham welcomes and appreciates volunteer efforts to encourage public involvement in government affairs and providing quality services and programs to the residents of Wilbraham. Volunteers may serve in a variety of departments and capacities, and are encouraged to look for opportunities which will allow them to share their experience, skills and talents, while offering a meaningful and rewarding experience for the volunteer.

### II. CONDITIONS FOR SERVING AS VOLUNTEER

1. A volunteer is defined as an individual who performs hours of service for the Town OF Wilbraham for civic reasons, without promise, expectation or receipt of compensation, benefits or privileges for services rendered. Examples of volunteer positions include but are not limited to, non-appointed members of committees, sport program coaches in the Recreation Department, trip chaperones and drivers in the Senior Center, program assistant's in the Library, videographers for Wilbraham Public Access Television, Vision Task Force volunteers, and those in unpaid internship programs.

2. Volunteers are not employees of the Town of Wilbraham, except for purposes of the Conflict of Interest Law under Massachusetts General Laws (MGL) Chapter 268A. (Volunteers performing services for a town or holding a municipal position, even though unpaid, is a municipal employee under the Conflict of Interest law.)

3. Volunteers are not covered by any of the Town of Wilbraham benefit plans, including its workers' compensation plan.

4. Volunteers are required to conduct themselves in an appropriate manner and in accordance with the Town's policies and regulations, and are subject to the following: Communications Policy, Drug Free Workplace Policy, Protected Class Harassment and Sexual Harassment, Smoke Free Workplace Policy, Whistleblower Policy and Disability Accommodation Policy. A copy of these policies will be provided to each volunteer and each volunteer will sign an acknowledgement of receipt.

5. All volunteers must be covered by their own medical insurance policy and provide evidence of such coverage to the Town.<sup>1</sup>

6. Volunteers may be subject to a Criminal Offender Record Information (CORI) check where required by law. (This generally includes volunteers who have unmonitored access to children, the elderly or the disabled.)

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<sup>1</sup> Volunteers shall sign a liability waiver form holding the Town harmless from liability arising out of their service to the Town. If Volunteer is under the age of 18, must be signed by a parent/legal guardian.

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7. Volunteers shall wear a Volunteer Name Tag whenever performing volunteer service, and are required to keep a record of the date, time and hours they spend as volunteers as prescribed by the department director, and shall work **only** at times scheduled by the department director.

8. Court Ordered Community Service may be allowed at the discretion of the Town. Only non-violent criminals and no sex-offenders are permitted to perform community service and their service is at the sole discretion of the department director and the Town Administrator.

9. Each volunteer must complete the "Volunteer Application Form," which will be maintained by the Town's Human Resources Coordinator. Volunteers will be interviewed by the department director who shall determine the qualifications of the applicant prior to being accepted for the volunteer position.

10. Any Volunteers whose service includes operating a Town vehicle of any kind during their volunteer service are required to possess and show proof of a valid, unrestricted operator's license, and shall be subject to the Town's Municipal Vehicle Use Policy. A copy of the policy will be provided to the volunteer and the volunteer will sign an acknowledgement of receipt. Volunteers whose services require them to utilize their personal vehicle should verify appropriate coverage with their personal insurance carrier. Volunteers under the age of 18 are not permitted to operate any vehicle of the Town in the performance of their volunteer services.

11. Volunteers under the age of 18 shall not operate any machinery or engage in any hazardous activity without the express prior written approval of the department director and the Town Administrator.

12. The Town Administrator may adopt protocols and guidelines to carry out this Policy.

APPROVED BY THE BOARD OF SELECTMEN ON JUNE 23, 2014