

## **SPOKANE COUNTY LIBRARY DISTRICT**

### **POLICY: VOLUNTEER PROGRAM**

APPROVAL DATE: November 16, 1999

REVISION DATE: May 21, 2024

#### RELATED POLICIES:

Human Resources Policy HR02

Human Resources Policy HR06

#### STATUTORY REFERENCES:

RCW 43.43.830

#### **Purpose**

To define requirements for participation in the volunteer program for the Spokane County Library District (District).

#### **Scope**

This policy applies to District staff and volunteers.

#### **Policy**

The District provides volunteer opportunities for members of the public, subject to District needs and the following requirements:

- District employees may not work as volunteers for the District.
- Volunteers will be utilized for special, unusual, or supplemental services. Volunteers do not perform job duties of District employees.
- All potential volunteers must be officially approved by authorized District personnel prior to performing any volunteer duties.
- All volunteers shall undergo background checks, as per Washington state law (RCW 43.43.830) and policy HR02 Hiring and Employment.
- All volunteers must be at least 16 years of age.
- Any volunteer under the age of 18 must have written permission from a parent or guardian prior to being accepted as a volunteer.
- District employees may not supervise family members who volunteer.
- Nothing in this policy or in the volunteer's service to the District shall create a contract or employment relationship between the Volunteer and Library.
- All volunteers must abide by the expectations set forth in policy HR06 Employee Conduct
- All volunteers must comply with all reasonable requests from District employees functioning in a supervisory role.
- Both the volunteer and the District have the right to end the volunteer's association with the District at any time.
- If the District terminates a volunteer who neglects or refuses assignments or who violates any law or District policy, the volunteer will not be eligible for reinstatement.
- All volunteers must wear District-provided clothing and/or ID badge while on duty.

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The Executive Director will establish administrative procedures necessary to implement this policy. In accordance with the administrative procedures, any appeal of an administrative action under this policy will first be made in writing to the Executive Director. Any subsequent appeal of the Executive Direction action and/or decision will be made to the Board of Trustees.

The District will make a good faith effort to implement this policy in a fair and consistent manner.