

# S P O K A N E C O U N T Y L I B R A R Y D I S T R I C T

<b>Policy Title</b>	Volunteer Program		
<b>Approval Date</b>	November 16, 1999	<b>Revision Date</b>	May 21, 2024
<b>Related Policies</b>	HR02 Hiring and Employment HR06 Employee Conduct		
<b>Statutory References</b>	RCW 43.43.830		
<b>Purpose</b>	To define requirements for participation in the volunteer program for the Spokane County Library District (District).		

In the event of the amendment of any law, regulation, or ordinance incorporated into this policy or upon which this policy relies, the policy shall be deemed amended in conformance with those changes.

In cases where this policy conflicts with any local ordinance, state or federal law, the terms of that law, and its underlying rules or regulations shall prevail. In all other cases, Spokane County Library District policies and practices prevail.

The Board reserves the right to change and/or modify this policy at any time, as circumstances dictate and in accordance with applicable law.

## 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.

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

The Executive Director will establish administrative procedures necessary to implement this policy.