

SPOKANE COUNTY LIBRARY DISTRICT

POLICY: VOLUNTEER PROGRAM

APPROVAL DATE: November 16, 1999

REVISION DATE: November 20, 2018

RELATED POLICIES:

Human Resources Policy 2.04

STATUTORY REFERENCES:

RCW 43.43.830

Purpose

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

Scope

This policy applies to District staff and volunteers.

- Paid staff may not work as volunteers for the District.
- Volunteers will be utilized for special, unusual or supplemental services.
- 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.
- 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 staff 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 the Library.
- 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, volunteer service will not be reinstated.
- All Volunteers will wear the District volunteer shirt and/or ID badge while on duty.

The Executive Director will establish administrative procedures necessary to implement this policy. Any appeal of an administrative action under this policy will first be made in writing to the Executive Director and then to the Board of Trustees.

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



www.scl.d.org

Administrative Offices
509.893.8200
fax 509.893.8472

Airway Heights Library
509.893.8250

Argonne Library
509.893.8260

Cheney Library
509.893.8280

Deer Park Library
509.893.8300

Fairfield Library
509.893.8320

Medical Lake Library
509.893.8330

Moran Prairie Library
509.893.8340

North Spokane Library
509.893.8350

Otis Orchards Library
509.893.8390

Spokane Valley Library
509.893.8400