



City of Port Aransas
Volunteer Policies and Procedures
Human Resources Department

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Overview

Port Aransas is best served by the active participation of its citizens in all aspects of community life; through involvement in civic, environmental, special event activities and recreation. Volunteering allows citizens of all ages to learn more about their City while forming strong bonds with one another. To this end, the City of Port Aransas accepts and encourages the involvement of volunteers within all appropriate programs and activities. All staff members, as well as those in leadership roles are encouraged to assist in the creation of meaningful and productive roles for volunteers.

The purpose of these policies is to provide overall guidance, structure and direction to volunteers. These policies do not constitute, either implicitly or explicitly, a binding contractual or personnel agreement. The City of Port Aransas reserves the right to change any of these policies at any time and to expect adherence to the changed policies.

Definition of a Volunteer

A volunteer is anyone, who without compensation, performs a task at the direction of and on behalf of the City. A volunteer must be officially registered and/or enrolled by the City prior to performance of the task. Volunteers shall not be considered as employees of the City of Port Aransas. Volunteers should not, however, be utilized to displace any paid employees from their positions. Volunteers will complete an application and successfully complete a background check. There are consent forms which the City must have on file prior to the start of volunteering. Omission or falsifying of any material on an application disqualifies an applicant for consideration for volunteering.

Volunteer Environment

The City of Port Aransas is committed to creating and maintaining an environment in which all individuals are treated with respect and dignity. Everyone has the right to be in an atmosphere free from discriminatory practices, including harassment.

Harassment or discrimination on the basis of race, color, religion, sex, age, disability, national origin, or any other characteristic protected by law, arising in City of Port Aransas facilities or at City of Port Aransas sponsored or endorsed functions is unacceptable and will not be tolerated.

Sexual Misconduct is prohibited and includes a range of unwelcome sexual conduct, including verbal, and physical sexual harassment, sexual assault, and other forms of sexual violence, each of which is a form of prohibited sex discrimination. Volunteers should immediately report sexual harassment. Volunteers who engage in misconduct of this nature will be immediately dismissed from the volunteer program. Volunteers are required to promptly report to their supervisor all information concerning harassment or discrimination.

Of paramount importance is the safety and welfare of volunteers. Accepted common sense standards of behavior will be outlined prior to the performance of volunteer tasks/assignments. All minors are to be directly supervised by an adult. The Department prior to the enrollment of any volunteer shall establish an appropriate worksite. This worksite shall contain necessary facilities, equipment, and space to enable the volunteer to work effectively and comfortably. Volunteer worksites are subjected to the same safety requirements as are all City worksites. The use of City vehicles, and heavy machinery/equipment are prohibited to volunteers.

Volunteer Responsibilities

Every Volunteer for the City of Port Aransas has responsibilities, which will be reviewed with each volunteer once they begin their new assignment. Human Resources is available to review the expectations and responsibilities throughout the year.

All Volunteers are expected to:

- Comply with the City's standards outlined in this guide. Keep your volunteer commitment and be dependable for the assignment you accept.
- Adhere to all confidential requirements in the course of carrying out duties and responsibilities.
- Treat everyone with respect.
- Be aware of departmental procedures and rules applicable to your voluntary assignment.
- Be cooperative by accepting instructions, guidance and suggestions from staff.
- Be friendly, outgoing, and enjoy working with people – keep a positive attitude!

Volunteers who do not adhere to the guidelines of the program or fail to satisfactorily perform their volunteer assignment are subject to dismissal. If you have questions about any of this information, you should speak with your immediate supervisor.

Attendance Policy

You are expected to be prompt and punctual. Being late may inconvenience those who are counting on your presence. If you must be late, please notify your immediate supervisor in advance in accordance with the reporting expectations established. Volunteers who log zero (0) hours for six (6) consecutive months will be placed in an "Archived" status. Archived volunteers must re-apply with the City.

Placement and Schedules

Volunteer schedules are diverse and varied depending on the department, program and or location of volunteers. Schedules are flexible and may vary depending on the assignment. Volunteers must work with their immediate supervisor to set a schedule that is mutually acceptable. If a volunteer cannot make it to their assignment on a scheduled day, the volunteer should notify their immediate supervisor as soon as possible.

Dress and Appearance

Each volunteer represents the City and the community to residents. Your appearance contributes to the overall impression that our City portrays. Clothing appropriate to your assigned department is expected as all volunteers must present an image that is professional. Volunteers shall wear provided uniform and/or name tag.

Cell Phone Usage

Volunteer activities vary across the city. Volunteers are expected to use their cellular devices minimally during their volunteer assignments, and ensure the safety and security of all volunteers, employees, and guests.

Drug and Alcohol

The City of Port Aransas does not tolerate illegal drug usage/abuse and/or alcohol usage/abuse. This prohibition includes the unlawful manufacture, distribution, possession, or use of a controlled substance in or away from City buildings or City sponsored functions. Further, the City recognizes dependency on legal drugs for other than their intended purposes as abuse. Such behaviors can affect an individual's productivity and efficiency, jeopardize the safety of the volunteer, their peers, employees, and the public, as well as harm the City's reputation.

Volunteers shall not report for duty or remain on duty when using, under the influence of, or possessing any controlled substance, unless the substance is a medication prescribed for that volunteer and the volunteer has been instructed by a physician or dentist that the substance does not adversely affect the volunteer's ability to safely, effectively, or satisfactorily perform the duties assigned.

Smoking

Smoking is prohibited in any City of Port Aransas vehicles and in all City Parks and City facilities. This includes vaping and the use of electronic cigarettes.

Safety and Accident Reporting

Safety is everyone's responsibility and must be recognized as an integral part in performing volunteer activities; therefore, volunteers must adhere to all safety guidelines applicable to their assignment. **Volunteers are required to report all injuries to their immediate supervisor.**

- If the injury is minor, both the volunteer and their supervisor must provide a written statement (hand-delivered or emailed) to the Human Resources Department. This statement should include the date of the incident, a brief description of what happened, the injury description (e.g., bruise on right knee), and state that the volunteer is not seeking medical attention at this time. **If the injury becomes worse and medical treatment is being sought, the volunteer must contact the Human Resources Department in person or by phone.**
- If the injury is severe enough for the volunteer to seek medical treatment, the volunteer needs to let their supervisor know and also speak with the Human Resources Department (in person or by phone) prior to seeking treatment. The Human Resources Department will create the First Report of Injury based on information provided by the volunteer.
- In the case of severe injury or an after-hours injury that requires medical treatment, the Supervisor will create the First Report of Injury based on the volunteer's statement. The Supervisor will immediately contact the Human Resources Department to make them aware of the injury and provide information regarding where the volunteer is being taken for treatment. The Supervisor will submit their written First Report of Injury to the Human Resources Department no later than the next day.

Travel/Mileage Reimbursement

Volunteers are not eligible for travel or mileage reimbursement.

Qualification of Golf Carts

In order to operate a Golf Cart in the course of City business a Volunteer must:

1. Have a valid Texas operator's license.
2. Have a record of no more than 3 moving violations and/or accidents within a 24-month period.
3. Have no record of D.W.I. or D.U.I.D convictions in the preceding 24-month period.
4. Be at least 18 years of age.

Ethical Conduct

City Volunteers must not engage in any activities, transactions, or relationships that are incompatible with the impartial, objective, and effective performance of their duties or that are averse to the City's interest, or adversely affect the City's reputation.

Additionally, Volunteers must immediately report to their supervisor in writing if they've been arrested, if they have charges or complaints being filed against them, received a conviction, probation, adjudication, or deferred adjudication of any criminal or traffic offense, should any of this happen after they've been approved and while they are still a Volunteer. Any previous mentioned incidents will be reported to the Human Resources Department.

Confidentiality

As a Volunteer, you are responsible for maintaining the privacy of any information you may obtain while serving as a Volunteer, whether the information involves staff, volunteers, clients, or other people in the organization. Information may not be the subject of casual conversation, either inside or outside the City of Port Aransas.

Use of Position

No volunteer may use his or her status with the City of Port Aransas to obtain any privilege, financial or otherwise. Volunteers must not accept gifts, favors, loans or other dispensations that are offered to them in connection with volunteering with the City of Port Aransas. Volunteers may not use their position or connections with City officials to gain any sponsorship or endorsement.

Nepotism

Volunteers with the City of Port Aransas cannot volunteer within the same department of a relative who is employed by the City. Volunteer applicants who are relatives of City employees may be considered for assignments in departments with no relatives but must have the approval of the Director of Human Resources, or designee.

Relatives are defined as follows:

1. Any person related by blood or adoptions as listed below:
 - a. Mother or Father
 - b. Daughter or Son
 - c. Sister or Brother
 - d. Grandmother or Grandfather
 - e. Granddaughter or Grandson
 - f. Niece or Nephew
 - g. Aunt or Uncle
 - h. First Cousins
2. Any person who is married to any person specified in the list above
3. A volunteer's spouse and any person related to the volunteer's spouse as specified above

Required Disclosure – All volunteers are required to disclose the name and assignment of any relative who is employed with the City during the application process. Additionally, all volunteers must disclose becoming a relative of the Mayor, a City Council member or any other City employee to Human Resources. Consultation with the Director of Human Resources or their designee is required to determine if restrictions exist and coordinate any further necessary actions.

Use of City Property

Volunteers shall use City equipment in accordance with established procedures and shall not abuse, damage, or lose City equipment. A Volunteer shall not take City property, regardless of value, without authorization. The use of any City property, equipment, or facility for personal gain other than official duty-related use is forbidden. The theft or borrowing of tools, equipment and the removal of property from a City worksite; including new, used, discarded materials and office supplies is prohibited. The use of photocopy machines, mailing services, long distance telephone service, or any other service under City controls for personal business other than official duty-related use is prohibited.

Media Policy

Volunteers should not engage with any media outlets, calls, and/or interviews. Any contact should be directed to the City Secretary.

Photo Release

As a Volunteer, I do ☐ do not ☐ grant permission to the City of Port Aransas to use the visual depiction of me and/or my minor child(ren) for the purpose of training, advertising, publicity and promotion of the City of Port Aransas. I affirm the use of my and/or my minor child(ren)'s appearance(s) and I agree to hold the City of Port Aransas harmless from any and all liability which the City of Port Aransas may incur as a result of my and/or my minor child(ren)'s appearance(s).

Depiction in false light and social media

Volunteers agree not to electronically disseminate on social media or the internet any City information including, without limitation: pictures, video, or statements without City written consent. Information prohibited for dissemination includes data that depicts volunteers, the City, or its employees in a false light. Volunteers agree not to use any photographs, video or photographic material or other electronic material, including but not limited to, any of the above information when content includes: information that may tend to compromise the safety or security of City employees or public systems or infrastructure; conduct or encouragement of illegal activity; or content that violates a legal ownership of any other party.

Accident Waiver and Release of Liability Form

I HEREBY ASSUME ALL OF THE RISKS OF VOLUNTEERING IN THIS ACTIVITY OR EVENT, including by way of example and not limitation, any risks that may arise from negligence or carelessness on the part of the persons or entities being released, from dangerous or defective equipment or property owned, maintained, or controlled by them, or because of their possible liability without fault.

I certify that I am physically fit, have sufficiently prepared or trained for participation in the activity or event, and have not been advised to not participate by a qualified medical professional. I certify that there are no health-related reasons or problems which preclude my participation in this activity or event.

I acknowledge that this Accident Waiver and Release of Liability Form will be used by the event holders, sponsors, and organizers of the activity or event in which I may participate, and that it will govern my actions and responsibilities at said activity or event.

In consideration of my application and permitting me to participate in this event, I hereby take action for myself, my executors, administrators, heirs, next of kin, successors, and assigns as follows:

(A) I WAIVE, RELEASE, AND DISCHARGE from any and all liability, including but not limited to, liability arising from the negligence or fault of the entities or persons released, for my death, disability, personal injury, property damage, property theft, or actions of any kind which may hereafter occur to me including my traveling to and from this event, THE FOLLOWING ENTITIES OR PERSONS: The City of Port Aransas and/or their directors, officers, employees, volunteers, representatives, agents, the activity or event holders, activity or event sponsors, and activity or event volunteers;

(B) I INDEMNIFY, HOLD HARMLESS, AND PROMISE NOT TO SUE the entities or persons mentioned in this paragraph from any and all liabilities or claims made as a result of participation in this activity or event, whether caused by the negligence of release or otherwise. I acknowledge that the City of Port Aransas and their directors, officers, volunteers, representatives, and agents are NOT responsible for the errors, omissions, acts, or failures to act of any party or entity conducting a specific event or activity on behalf of the City of Port Aransas.

I acknowledge that this activity or event may involve a test of a person's physical and mental limits and may carry with it the potential for death, serious injury, and/or property loss. The risks may include, but are not limited to, those caused by terrain, facilities, temperature, weather, condition of participants, equipment, vehicular traffic, actions of other people including, but not limited to, participants, volunteers, spectators, coaches, event officials, and event monitors, and/or producers of the event, and lack of hydration. These risks are not only inherent to participants, but are also present for volunteers.

I hereby consent to receive medical treatment which may be deemed advisable in the event of injury, accident, and/or illness during this activity or event.

The accident waiver and release of liability shall be construed broadly to provide a release and waiver to the maximum extent permissible under applicable law.

I CERTIFY THAT I HAVE READ THIS DOCUMENT, AND I FULLY UNDERSTAND ITS CONTENT. I AM AWARE THAT THIS IS A RELEASE OF LIABILITY AND A CONTRACT AND I SIGN IT OF MY OWN FREE WILL.

Ending Volunteer Duties

If a volunteer no longer wishes to participate in the program, they must return all name badges and City property issued to them to their supervisor. Preserve Host(s), if provided an RV spot, must vacate within three (3) days of the end of their term.

For questions about this guide please contact Human Resources at 361-749-4111.

Acknowledgement

I acknowledge that I have received, read and understood the City of Port Aransas Volunteer Policies and Procedures.

Signature

Date

IF YOU ARE NOT 18 YEARS OF AGE OR OLDER, YOUR PARENT OR GUARDIAN MUST COMPLETE THE FOLLOWING STATEMENT AND SIGN IT.

I have read the Volunteer Policies and Procedures and confirm that _____ has my permission to participate as a volunteer for the City of Port Aransas.

Parent/Guardian Name (printed): _____ Date: _____

Parent/Guardian Signature: _____ Date: _____