

TRUMBULL COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

Policy

Section 10.4

VOLUNTEERS

A volunteer program shall be established to tap the vast reservoir of talent and human resource potential within the community to supplement services provided by qualified personnel.

All volunteers shall be notified of their responsibility to adhere to Board policy and procedure and be given an opportunity to review these.

Volunteers shall receive direct supervision and training only from qualified employees.

Volunteers shall supplement, not supplant, services.

Volunteers shall submit to background checks in the same manner as full-time employees.

Any volunteer utilized by our program shall be given a written volunteer service plan from which they shall work, explaining in detail their responsibilities.

Volunteers shall be recruited, when necessary, by all means normally utilized to recruit employees, and shall also be done in accordance with equal employment and non-discriminatory procedure.

Training of volunteers shall be the responsibility of the building level administrator for the program to which the volunteer shall be assigned.

Assigning and evaluating the volunteer shall be the responsibility of the building level administrator.

A volunteer may be separated for just cause by notification that their services are no longer necessary. There is no employer-employee relationship and no guarantee to the volunteer of a set schedule. A volunteer may also voluntarily separate by notification to their building level administrator that they no longer desire to volunteer.

Adopted	<u>06/24/85</u>
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