



CITY OF SAN RAFAEL SERVICE AGREEMENT FOR COURT MANDATED COMMUNITY SERVICE VOLUNTEERS

Thank you for volunteering your time and services to the City of San Rafael. The following policies have been established to ensure that the City's program for Court Mandated Community Service Volunteers is effective, beneficial and safe for volunteers, City staff and members of the public. **This Service Agreement must be signed by the community service volunteer. Once signed, please make 2 copies, one for the Staff Supervisor and one for the volunteer.**

1. Your Status as a Volunteer

As a volunteer, you are not an employee or agent of the City of San Rafael. Nothing in these policies shall be interpreted or construed as creating a relationship of employer and employee between you and the City.

2. Attendance and Punctuality

The City expects that volunteers will comply with their established schedule for provision of services. When tardiness or absence is unavoidable, the volunteer should notify the Department Supervisor or Volunteer Coordinator at least one (1) hour prior to his or her normal start time, or in the case of an unexpected emergency, as soon as reasonably possible.

A volunteer who is absent without notifying the Department Supervisor or Volunteer Coordinator may be considered to have voluntarily terminated the volunteer relationship with the City.

3. Injury during Volunteer Service/Worker's Compensation

Although you and other volunteers are not City employees, nevertheless volunteers injured during the course and scope of their volunteer services to the City will be covered under the City's Worker's Compensation self-insurance coverage, which will be the sole remedy against the City for any such injury.

Accordingly, it is extremely important that you notify the City immediately of any and all injuries you or any other person suffers while performing volunteer services for the City. The City's Volunteer Coordinator will be responsible for documenting any such injuries and for providing necessary worker's compensation claim forms to injured volunteers.

4. Prohibition Against Harassment

The City is committed to providing a volunteer opportunity free of sexual harassment or harassment based on race, color, religion, national origin, ancestry, age, physical or mental disability, medical condition, marital status, sexual orientation, gender or any other basis protected by federal or state laws. Therefore, the City prohibits unwelcome, harassing conduct by volunteers and employees towards any persons, even if such conduct does not rise to the level of harassment as defined by law.

As a preventative measure, the City will investigate all alleged harassment complaints and take remedial action as required to remedy the situation. There will be no retaliation against any volunteer who, in good faith, files such a complaint. Any volunteer who believes that he or she has been the victim of harassment, including sexual harassment, should report the problem to the Volunteer

Coordinator, or any other member of City management. All complaints will be investigated. Investigations will be confidential and information obtained during the complaint procedure and investigation will only be shared with individuals on a need-to-know basis. When the investigation discloses a violation of this policy, appropriate disciplinary action will be taken and feedback given to the complaining volunteer.

5. Volunteer Conduct Guidelines

While acting as a volunteer for the City of San Rafael you must conduct yourself according to the following guidelines; failure to abide by the following an infraction of the guidelines may be grounds for suspension of your duties and/or termination of your volunteer relationship with the City:

- Volunteers shall at all times be mindful of the safety of City residents, other volunteers, and City employees.
- Volunteers shall never be alone with a child except _____.
- Volunteers are required to sign in and out on their court issued timesheet and a department volunteer hours log for each day of service.
- Volunteers shall be positive role models. Actions and language should be appropriate for the circumstances and persons present, and volunteers shall make every effort to be courteous to co-workers and to the public.
- During service, volunteers must wear _____, and maintain a neat appearance.
- Volunteers are prohibited from accepting gifts from City residents.
- Volunteers are prohibited from personal use of City computers or telephones, and shall limit any computer and telephone use to the volunteer's service related activities.
- Volunteers shall maintain as confidential all personal information obtained in the course of their volunteer services regarding other volunteers, employees, or City residents.
- Volunteers shall immediately report to their staff supervisor and the Volunteer Coordinator at (415) 485-3407 any injury, no matter how slight.
- Volunteers shall not engage in behavior that is offensive to other volunteers, employees, or City residents, including distributing or displaying offensive materials.
- Volunteers shall not engage in fighting, scuffling, or horseplay.

The following actions are prohibited and will be grounds for termination of your volunteer relationship with the City:

- Stealing or attempting to steal City property or the property of other volunteers, employees, or City residents.
- Bringing onto City premises firearms, ammunition, or concealed weapons of any kind.
- Engaging in harassment of any kind.
- Intentionally destroying or damaging City property or the property of other volunteers, employees, or City residents.
- Verbally or physically threatening, intimidating, coercing, harassing, or interfering with fellow volunteers, employees, or City residents.

I acknowledge that I have read and will abide by these policies and guidelines in order to receive credit for my community service hours.

Volunteer Signature _____ Date _____

Supervisor Signature _____ Date _____