



VOLUNTEER POLICY

Adopted 06/10/1987;

Revised 06/13/1990; 05/11/1994; 11/13/2002, 06/15/2023

Volunteers at the Jefferson County Library District bring the District enthusiasm, energy, added talents, and a fresh perspective. The purpose of this policy is to define the terms of the volunteer program of the Jefferson County Library District.

SCOPE: This policy applies to District staff and volunteers.

- Paid staff may not work as volunteers for the District.
- A volunteer is not a replacement or a substitute for paid staff.
- 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 District.
- Teens must be at least 14 years old to be eligible to volunteer with the District.
- Any volunteer under the age of 18 must have written permission from a parent or guardian prior to being accepted as a volunteer, and cannot volunteer more than 4 hours a day.
- District staff may not supervise family members who volunteer.
- Any volunteer working unsupervised with the public shall first undergo a background check as per Washington state law (RCW 43.43.830).
- The District does not offer volunteer assignments to individuals who are required to complete court-ordered community service.
- The District reports volunteer hours to the State of Washington and pays L&I premiums. Volunteers are thus eligible for medical-aid coverage through the Department of Labor and Industries for volunteering-related injuries.
- The District is responsible for providing training to new volunteers, and a safe environment for volunteering.
- Volunteers are responsible for completing a volunteer application, providing their SSN for the District's records, and tracking all hours worked at the District.
- Volunteers are not provided access to records protected under RCW42.56.310, which are kept primarily to maintain control of library materials or could be used to disclose the identity of the library user.
- 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 cannot be reinstated at a future date.