

**UTAH DEPARTMENT OF HUMAN SERVICES
POLICY AND PROCEDURES**

Reference: 02-09

Effective Date: March 11, 1998

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SUBJECT: VOLUNTEER PROGRAM

RATIONALE: To coordinate division programs involving volunteers in delivery of services to support and expand program services to Department of Human Services consumers and to provide consistent documentation of volunteer participation, contribution and hours worked in compliance with 67-20-8, Utah Code Annotated 1953.

A. AUTHORITY

A volunteer is considered a government employee for purposes of workers compensation, operation of motor vehicles or equipment, and liability protection and indemnification.

67-20-8, Utah Code Annotated 1953 requires designation of positions approved pursuant to this statute, for volunteer experience to satisfy the minimum qualifications for purposes of employment. The Department of Human Resource Management has adopted statewide rule R477-13 which govern the designation of volunteer positions and the process to document the approval, use and hours worked by volunteers. This rule requires agency management to approve all work programs for volunteers before volunteers serve the agency.

B. PROGRAM REQUIREMENTS

Divisions, Institutions, and Offices utilizing volunteers shall adhere to the following:

- (1) Orient the volunteer to conditions of state service and their specific job assignment;
- (2) Provide a written job description to the volunteer detailing their assignments;
- (3) Provide adequate supervision to volunteer staff;
- (4) Document the approval of, numbers of, and hours worked by its volunteers;
- (5) Collection of data on the number of volunteers and the number of volunteer hours.

C. PROCEDURES

- (1) Individual volunteer applicants must fill out the volunteer application form which shall include the following:
 - X Name
 - X Address
 - X Hours available to work
 - X Type of work interest
 - X Qualifications
 - X Criminal convictions
 - X Emergency contact
 - X EEO Codes
- (2) Volunteer applications, references, and any other pertinent information shall be reviewed by the volunteer coordinator designee prior to acceptance and registration as a volunteer for the Department of Human Services.

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- (3) The volunteer coordinator or designee determines assignment based on:
- X The job description
 - X The relatedness of the volunteer's background to the job requirements
 - X No criminal convictions related to the volunteer assignment. (If the duties performed routinely require a background check (BCI) of an applicant for paid employment, a BCI must also be performed on a volunteer applicant.)
 - X Availability
 - X Reference information.
 - X Other screening criteria as appropriate to the assignment.
- (4) Group volunteer projects and events must include the Group Volunteer Application and sign up sheet. The volunteering organization's designated group leader is responsible for completing these forms. The D, I, O's volunteer coordinator is responsible for retaining these forms and for documenting the volunteer service hours donated. Individual applications are not required for short term events.
- (5) Job descriptions, volunteer names and hours worked shall be submitted to the designated analyst in the Office of Human Resources on a quarterly basis. Groups providing volunteer services and the nature of the projects or volunteer events are also recorded by the D, I, O volunteer coordinator and submitted to the analyst in OHR. Documentation of volunteer savings is reported to the Governor's Office on a statewide basis by DHRM.
- (6) Volunteers are encouraged to document volunteer experience and skills utilized in the performance of volunteer service when submitting resumes to Utah Skill Match for paid employment. Documented approved volunteer experience will be considered in the same manner as similar paid employment.

D. RECRUITMENT, REGISTRATION, COORDINATION

- (1) The D, I, O communicates the need for volunteers to OHR. The OHR analyst will assist in the recruitment of volunteers in much the same way as for paid workers (college/university recruitment, announcements distributed etc.).
- (2) Volunteers approved by the D, I, O are registered as a DHS volunteer with OHR.
- (3) D, I, O volunteer program representatives meet with OHR analysts on a regular basis to coordinate volunteer programs throughout the Department.

Robin Arnold-Williams

DATE: 03-11-98

Robin Arnold-Williams, Executive Director
Department of Human Services



**UTAH DEPARTMENT OF HUMAN SERVICES
VOLUNTEER SERVICE QUARTERLY REPORT**

___ 1st Quarter (Jul, Aug, Sep) 19__	Agency: _____
___ 2nd Quarter (Oct, Nov, Dec) 19	
___ 3rd Quarter (Jan, Feb, Mar) 19	_____
___ 4th Quarter (Apr, May, Jun) 19	
Total Number of Volunteers	
Total Number of Hours of Volunteer Services Provided	
Total Number of Community/Service Groups	
Total Number of Group Volunteer Projects	
Estimated Dollar Value of Donated In-Kind and Cash	
Comments:	

I certify that the number of volunteers and hours shown are correct. These volunteers have each signed a volunteer application and are supervised by Department staff.

Date Prepared

Signature of Person Preparing Report

Telephone Number

By the fifth working day at the end of each quarter, please send this completed report to:

**Constance First, Volunteer Coordinator
Department of Human Services
Office of Human Resources
120 N 200 W Ste 427
Salt Lake City, UT 84103**



**UTAH DEPARTMENT OF HUMAN SERVICES
GROUP VOLUNTEER APPLICATION**

Name of Event: _____ Date: _____

Volunteer Coordinator: _____

D. I. O.: _____

Phone Number: _____

Address: _____

Organization: _____

Organization Contact Person: _____

Event to begin on _____ and last until _____

Number of hours worked each day: _____

Comments: _____

Attached is a sign-up sheet for volunteer



DEPARTMENT OF HUMAN SERVICES
VOLUNTEER APPLICATION

Name: _____ Date: _____

Address: _____

Phone Number: _____ Days Available to Work: _____ Hours Available: _____

What type of volunteer work are you interested in doing? _____

Please list the qualifications you have which may be applicable to the position: _____

Please list two references, work and personal, of possible. Please include phone number and addresses:

Name and phone number of person to contact in case of an emergency:

Have you, since the age of 18, been convicted of a crime, excluding minor traffic offenses? If yes, give dates, details and penalties for each occurrence, including dates of any probationary periods. Attach additional sheets if necessary.

Yes [] No [] _____

If duties performed routinely require a background check (BCI) for applicants for paid employment, a BCI must also be performed on a volunteer applicant.

Volunteer Signature

(You may be asked to agree to a background check)

Date

PLEASE LEAVE THE BELOW PORTION BLANK FOR DEPARTMENT USE

Agency: _____ Work Site: _____ EEO Code: _____