

## **Orange County Power Authority Policy No. 010 Volunteer Policy**

### **PURPOSE**

The Orange County Power Authority (Authority) recognizes the advantages of utilizing the skills and talents of volunteers/interns to assist the Authority in administrative, analytical, and research tasks.

### **DEFINITIONS**

Volunteer – means any individual or organization who contributes services to the Authority without promise, expectation, or receipt of compensation for services rendered. Volunteer includes, but is not limited to, unpaid interns, student interns, graduate student interns, and persons providing volunteer administrative support.

### **GENERAL**

From time to time, the Authority may be in need of unpaid interns to conduct research, provide customer service/outreach, and other administrative support as deemed necessary for the operations of the Authority. Each Division within the Authority shall be responsible for conducting its own volunteer program in compliance with this Policy. Each Division may have additional requirements and standards of operation applicable to its volunteers. All additional requirements and standards shall be previously approved by the Chief Operating Officer.

### **APPLICABILITY**

This Policy will apply to all who may have access to or use of the Authority Network (Computer) or have been issued Authority-owned technology, including all Authority personnel. Furthermore, this Policy applies when Authority-issued technology is used on or off Authority property, when non-Authority devices access the Authority Network or are used to prepare or receive information within the scope of Authority employment, and when private information is prepared, used, or retained by the Authority.

### **RECRUITMENT**

Volunteers shall be recruited based on the need of the Authority. A primary qualification for participation in the volunteer application process shall be an interest and ability to assist the Authority in assisting the organization and our customers.

### **SCREENING**

All prospective volunteers shall complete the Authority's Volunteer Application, submit a resume, a writing sample, references, and a copy of their Drivers License. Upon receipt of a complete application package, Authority Staff shall conduct an interview with the applicant.

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**SELECTION AND PLACEMENT**

1. Authority Staff must obtain final approval from the Chief Operating Officer for each volunteer selected. Selection for a volunteer position should be at the sole discretion of the Chief Operating Officer or their designee.
2. Upon selection for a volunteer position and final approval from the Chief Operating Officer or their designee, each volunteer shall receive a confirmation letter from the Division where the volunteer will perform services.
3. No volunteer may begin performing services until the Division has on file a signed Volunteer Application.
4. The Authority shall make every effort to place volunteers in a position to match their skillset or experience. However, the Authority has sole discretion to place a volunteer in any volunteer position, regardless of the applicant's skillset or experience.

**POSITION DESCRIPTION**

1. All volunteer positions shall be on an "at-will" basis. The Authority may, at any time, revoke the volunteer position without cause. There shall be no entitlement to any volunteer position, nor shall there be any expectation of future employment.
2. Volunteers shall be provided with a comprehensive written description of the position detailing their duties. Volunteers shall be used only in accordance with this description. Volunteers shall not work outside of the limits of the duties specified in the job description.
3. The Chief Operating Officer or their designee shall review position descriptions periodically to ensure that they accurately reflect the volunteer's duties and capabilities.

**TRAINING**

Volunteers shall be provided with an orientation program to acquaint themselves with the Authority, personnel, policies, and procedures that have a direct impact on their work assignments. The volunteer's direct supervisor shall provide them with a written copy of all major Authority policies and procedures, including those regarding harassment and discrimination.

**FITNESS FOR DUTY**

1. No volunteer shall be permitted to work or be on-duty when their judgment or physical condition has been impaired by alcohol, medication, other substances, illness, or injury.
2. Volunteers shall report to their direct supervisor any changes in status that may affect their ability to fulfill their volunteer duties, including but not limited to: (i) Driver's License; (ii)

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medication condition; and (iii) arrests or criminal investigations. The direct supervisor shall immediately document any such report.

**DRESS CODE**

1. Volunteers shall conform to Authority-approved dress consistent with volunteer duties. The direct supervisor shall address any dress code violations with the volunteer.
2. Volunteers shall be required to return any issued uniform or agency clothing at the termination of service. The direct supervisor shall be responsible for documenting the return of any uniform or agency clothing at the termination of service.

**CONFIDENTIALITY**

1. Occasionally, a volunteer may witness an incident, be entrusted with information, or have authorized access to confidential information. The Authority expects that any volunteer privy to such information, material, or event will respect and safeguard the trust and privacy rights of affected individuals.
2. Intentional or reckless disclosure of any confidential information by a volunteer by any means shall constitute grounds for immediate dismissal, civil action and/or criminal prosecution.

**REPRESENTATION**

1. Volunteers shall not represent themselves as, or by omission, infer that they are full-time members of the Authority. Nor shall any Division within the Authority present the volunteers in such a manner.
2. Volunteers shall not represent the Authority at any public gatherings, on radio or television, in any article for publication, as correspondents to a newspaper or other periodical unless permitted in writing by the Chief Operating Officer or their designee.

**PROPERTY AND EQUIPMENT**

Any property or equipment issued by the City or Department shall be for official and authorized use only.

**HARRASMENT AND DISCRIMINATION**

1. It is Authority policy to foster and maintain a work environment free from discrimination and intimidation. The Authority will not tolerate harassment of any kind that is made by employees, volunteers or members of the public. Employees and volunteers shall treat individuals with respect at all times.

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2. Harassment includes, but is not limited to, verbal or physical conduct that demeans or shows hostility or aversion toward another employee, volunteer, or member of the public. Examples of prohibited conduct include slurs or demeaning comments relating to race, ethnic background, gender, religion, sexual orientation, age, or disability.
3. Employees or volunteers who violate this Policy will be subject to corrective action, including termination of employment or volunteer status.

**DISCIPLINARY AND TERMINATION PROCEDURES**

1. Volunteers serve in an “at-will” capacity and may thus be removed from the volunteer program or status without cause at the direction of the Chief Operating Officer or their designee.
2. Termination of volunteers shall not be subject to due process considerations, as volunteers do not have a property interest in continued service as a volunteer.
3. Disciplinary or action terminating volunteer status shall not occur based on race, sex, religion, sexual orientation, national origin, age, disability or any other status protected by law.

**EVALUATION**

1. An evaluation of the volunteer program may be conducted by the direct supervisor periodically.
2. Evaluations of volunteers may be conducted to ensure the best use of human resources.

**WORKERS’ COMPENSATION COVERAGE**

Volunteers shall be considered “employees” for the limited purpose of providing volunteers with workers’ compensation benefits.

**PUBLIC RECORDS ACT**

Volunteers will acknowledge that while performing volunteer services as a volunteer, volunteer are subject to the requirements of the California Public Records Act. Volunteer further acknowledge that all Authority-related documents, files, and communications are considered public records and are the property of the Authority. Failure to comply with the California Public Records Act shall constitute grounds for immediate dismissal.

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Volunteer signature below verifies that volunteer have read, understand, and agree to comply with this Volunteer Policy (“Policy”) as set forth below.

\_\_\_\_\_  
Print Employee Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date