NEVADA DEPARTMENT OF AGRICULTURE
VOLUNTEER SERVICES
POLICY #AG-1-HR-14

PURPOSE:

To establish guidelines and procedures in the use of volunteer services to ensure all volunteers, supervisors and administrators are aware of all requirements of the Department, Risk Management Division and the State of Nevada.

POLICY:

It is the policy of the Department of Agriculture to encourage the use of volunteers within appropriate programs and activities to help accomplish department goals and objectives.

SCOPE:

This policy applies to all volunteers placed with the Department of Agriculture and supervisors and management of the Department.

REFERENCES:

Nevada Revised Statutes (NRS) 41.0339, 239.010, 616A.130; the Division of Risk Management's Volunteer General Program Requirements and the Department of Agriculture's policies and procedures as they relate to volunteers.

FORMS:

As currently provided by the Division of Risk Management.

RESPONSIBILITY:

1. Volunteers shall be responsible for:
    a. Reading, understanding and complying with the "Volunteer Responsibilities" section of this policy.

2. Each Supervisor shall be responsible for:
    a. Orienting new volunteers and informing current volunteers periodically of the content and intent of this policy.
    b. Contacting Agency Human Resource Services (AHRS) to receive assistance in the placement of volunteers and completion of required volunteer paperwork.

3. Agency Human Resource Services (AHRS) shall be responsible for:
    a. Providing assistance to supervisors and volunteers in the interpretation and explanation of this policy and Risk Management requirements.

b. Assisting supervisors and/or management in completion of required volunteer forms and agreements.

PROCEDURES:

1. **Recruitment of Volunteers:** The recruitment of volunteers can be done throughout the year or on an as-needed basis as deemed necessary by the Division Administrator with the approval of the Director or his designated representative. Recruitment may be done through staff, outreach, or other volunteer programs. Family members of current staff may volunteer. When family members are enrolled as regular volunteers, they should not be placed under the direct supervision of other family members. Volunteers must be at least 18 years of age.

2. **Screening and Selection:** All volunteers shall be interviewed to ensure suitability for and interest in the available position. The interview process should obtain information on the volunteer's qualifications and interests and their commitment to fulfill the requirements of the volunteer assignment.

    a. If the volunteer work requires specific physical requirements, the supervisor should provide a copy of the essential functions required to perform the work of the position and get the volunteer's assurance that he or she is able to perform those essential functions.

    b. The volunteer should also provide a statement of any misdemeanor or felony convictions and moving traffic violations.

    c. Interviews may be conducted by division administrators, supervisors, or any person designated.

    d. The volunteer may be required to successfully pass a background check dependent upon the type of volunteer work being performed.

3. **Placement:** When placing a volunteer in a position, attention should be given to the interests and capabilities of the volunteer and the requirements of the position. No volunteer should be assigned to a "make-work" position and no position should be given to volunteer that is unqualified or uninterested in the specific type of work. All volunteer placements are done for an initial period of 30 days. At the end of the 30-day period, a review may be conducted in order to gauge the volunteer's performance and/or satisfaction with the assignment. (See Section 8, Volunteer Evaluations).

4. **Completion of Volunteer Paperwork:** The division administrator or supervisor responsible for consideration and placement of a volunteer shall contact AHRS for assistance and to ensure all required paperwork is completed, prior to the volunteer beginning work with the department.

5. **Orientation and Training:** Volunteers will receive copies of all relevant department policies and procedures. They will be given a tour of the work site before beginning work and receive specific on-the-job training from the direct supervisor. The direct supervisor will provide volunteers with the information, equipment and supplies needed to perform their work and to understand the program for which they are volunteering.

6. **Volunteer Rights:** Volunteers are a valuable resource and their contributions are extremely appreciated by the Department. Volunteers shall be given meaningful assignments, be treated fairly and consistently, receive effective supervision, have the right to involvement and participation, and be afforded recognition for work performed.

7. **Volunteer Responsibilities:**

    a. Volunteers shall not perform professional services for which certification or licensing is required unless currently certified or licensed to do so. If the volunteer is licensed, a copy of that certificate or license must be maintained by the department. A volunteer cannot write interview notices, citations, or, do official identifications.

    b. Volunteers must not represent themselves as Department spokespersons to the media under any circumstances.

    c. Standard of Conduct: All communications and actions that volunteers make while providing service to the department should be positive and in support of the department and its personnel.

    d. Time Accountability: It is critical that volunteers be present and on time for each department event or activity for which they are scheduled. Volunteers shall agree to actively perform their duties to the best of their ability. If unable to be present when scheduled, the volunteer should contact their supervisor at least 24 hours in advance, when feasible.

    e. Alcohol and Drugs: Volunteers are prohibited from purchasing, transferring, using or possessing illicit drugs, alcohol, prescription drugs, or any other substances in any way that is illegal or that may impair the ability of the volunteer to perform his or her duties properly and safely.

    f. Safety: The Department is responsible for providing safe conditions for its volunteers. Volunteers are expected to follow all safety rules and procedures. Volunteers should pay particular attention to safety instructions and proper and safe use of equipment. Volunteers should notify their supervisor if they have a safety concern and report any injuries immediately to the person in charge.

g. Conflict of Interest: No person who has a conflict of interest with any activity or program of the Department shall be accepted or be allowed to continue to serve as a volunteer. At time of placement, the supervisor should discuss this issue with the volunteer to determine either the possibility of any conflict or to inform volunteer of what actions would be seen as conflicts with department activities or programs. The Department Policy on Ethical Behavior (AG-1-HR-13), although addressing state employment, may be used as a guideline. When there is a question, the Division Administrator shall make the determination.

h. Change of Status: Volunteers shall report to their supervisors any changes in status that may affect their ability to fulfill their duties. Examples of change of status include, but are not limited to: loss or suspension of driver's license, a medical condition, arrests, and criminal investigations.

i. Dress Code: Volunteers shall conform to the Department approved dress code consistent with their duty assignment.

j. Reimbursement of Expenses: Volunteers may be eligible for reimbursement of expenses incurred while working for the Department only with prior approval from his or her supervisor.

POLICY COMMUNICATION:

All volunteers with the Department of Agriculture will receive a copy of this policy upon placement and will sign an acknowledgement that they have read and understand the conditions within. Supervisors will ensure all assigned volunteers are aware of the requirements of this policy. Supervisors or volunteers needing clarification should contact AHRS, their supervisor, or their Division Administrator for more information.

DIRECTOR'S POLICY AUTHORIZATION:

Jim R. Barbee, Director

3/28/13
Date

APPROVED BY THE BOARD OF AGRICULTURE ON March 26, 2013.
Effective Date

This policy is not a substitute for relevant law or regulation nor does it establish additional rights beyond those provided in law and regulation. This policy is intended to be used in conjunction with the state law and the Rules for State Personnel Administration (NRS & NAC 284).