



Hub Volunteer Policy

Purpose

Hub volunteers support and enhance the work of the West View Hub, enriching its programs and services.

The purpose of the West View Hub Volunteer Policy is to protect the rights and safety of library patrons, staff and volunteers as well as to preserve and protect the materials, facilities and property of the West View Hub

Definition

A library volunteer is defined as an individual who assists with work done at the Library without promise, expectation or receipt of compensation for services rendered.

Applicants for volunteering under the age of 18 are required to have parental/guardian permission before volunteering. Applicants under the age of 14 will be reviewed on a case by case basis in order to participate in the volunteer program. Applicants 18 years of age and older must have or obtain the clearances as defined in the West View Hub Volunteer Clearances Policy.

Volunteer Placement

- Volunteers are placed in positions best suited to their skills, interests and availability.
- West View Hub does not guarantee a position for each prospective volunteer and has the right to reject any application without cause.
- Volunteer placement is based on the:
 - o Qualifications of volunteer applicants
 - o Needs of the Hub at any given time
 - o Volunteer's ability to commit to a consistent schedule of hours (if required); and
 - o Availability of staff time to supervise volunteers

Volunteer Application and Interview Requirement

- All Hub volunteer applicants must complete a volunteer application form.

- Receipt of applications will be acknowledged within two weeks of submission.
- Applicants will be contacted to be interviewed for possible placement by the Volunteer Coordinator. The interview will include a snapshot of the volunteer program overall and a description of the current volunteer opportunities.

Work Assignments and Supervision

- Volunteers should make every effort to contact the Hub via email and/or phone call if they will be absent or tardy.
- Volunteers may be dismissed from duties at any time without cause.

Screening of Employees as Volunteers

In order to comply with the Department of Labor's Fair Labor Standards Act and specific regulations, the West View Hub will use the following criteria to determine if an employee may volunteer. An employee may be considered for a volunteer position if:

- The services are entirely voluntary, with no coercion by staff, no promise of advancement, and no penalty for not volunteering and
- The volunteer does not replace another employee or impair the employment opportunities of others by performing work that would otherwise be performed by regular employees and
- The volunteer serves without promise, expectation or receipt of compensation for services rendered and
- The activity does not take place during the employee's regular working hours or scheduled overtime hours and
- The volunteer time is insubstantial in relation to the employee's regular hours.
- Individuals may qualify as volunteers only if they either volunteer or perform distinctly different services than they are otherwise employed to perform.

Approved _____

By _____