

**POLICY/PROCEDURE**Effective Date: 4-11-2014Approved By: Cancels/Supersedes: Pol/Pro 70-5 & 70-12 (date 7/31/84, 11/21/79)  
Reference(s):

U.S. CFR Title 29 Labor, Part 553, Subpart B – Volunteers; [RCW 79A.80.020 Discover pass](#); [RCW 79A.05.030 Powers and duties - Mandatory](#); [RCW 43.150.010 Legislative findings](#); [RCW 51.12.035 Volunteers](#); [RCW 79A.05.140 Permits for improvement of parks - Limitations](#) through [79A.05.155 Surety bond](#); [RCW 46.20 Drivers' licenses - Identcards](#) and [46.04 - Definitions](#); [Washington Administrative Code \(WAC\) 352-32-030 - Camping](#); [WAC 352-32-250 - Standard fees charged](#); [WAC 352-32-280 - Applicability of standard fees](#); [WAC 352-32-285 - Applicability of standard fees to volunteers in parks](#); [Commission Policy 70-82-1 Volunteer Policy](#); [WAC 296-17 – General Reporting Rules, Audit and Recordkeeping, Rates and Rating System for Washington Workers' Compensation Insurance](#); [RCW 4.92 – Actions and Claims Against State](#); [Policy 70-44, Criminal Record and disclosure and fingerprinting](#).

**POL-PRO 70-50 Volunteers****Purpose**

To establish a policy regarding volunteer accountability and the utilization of volunteers.

Volunteers will not displace or supplant agency employees or be assigned to positions for which funding is available. The use of volunteers is to enhance, supplement, and complement the work of paid employees to improve services to the public. Volunteers will not be substituted for agency employees when authorized positions can be filled. Tasks assigned to agency employees may be shared, but not removed for the purposes of creating assignments for volunteers.

**Definitions**

1. "Volunteer assignments" means functions which cannot be accomplished by the regular staffing capabilities of a park, region, or division. In addition, these functions may include services not normally provided by a private firm under contract by the Washington State Parks Recreation Commission (WSPRC). Completion of volunteer assignments must produce an increase in service to the public. These assignments cannot result in an on-going expense in funds, staff, or equipment unless prior approval by the director.

2. "Volunteer" means any nonpaid person or group who chooses, on a prearranged basis and in cooperation with agency employees, to perform a specific service for the WSPRC.
3. "Volunteer Program Coordinator" means an agency employee responsible for the statewide Volunteer Program, as well as person who ensures the program's policies, procedures, official records, and staff adheres to the Commission and Legislature's policies.
4. "Volunteer Supervisor" means an agency employee who supervises or oversees an individual or group of volunteers to complete assignments.

### **Policy/Procedure**

1. It is the policy of the WSPRC to encourage individuals, groups, churches, charities, organizations, agencies, clubs and associations to provide volunteer services at parks, the region offices, and the headquarters office. Volunteers are authorized to work only on projects which do not interfere with the access to or use of public lands or facilities by the general public, which are of benefit to the general public, and which are for the use of all members of the general public.
2. WSPRC will:
  - 2.1. Ensure a designated WSPRC employee is tasked with monitoring and supervising volunteers (typically, this staff member will be a park manager or ranger).
  - 2.2. Provide WSPRC employees training, documents, and guidance to effectively manage and supervise volunteers.
  - 2.3. Provide and document appropriate training for volunteers.
  - 2.4. Ensure the Volunteer Host Guide and Volunteer Manual for Staff are updated as needed.
  - 2.5. Maintain records of the contributions of volunteers.
  - 2.6. Give appropriate recognition to volunteers.
  - 2.7. Administer the volunteer program in accordance with the applicable statutes, rules, and policies.
  - 2.8. Secure all of the necessary local, state and federal permits for volunteer projects.
3. WSPRC will not permit volunteers to:
  - 3.1. Displace/supplant WSPRC employees; or
  - 3.2. Work on projects which represent a high risk to the personal safety of volunteers, WSPRC employees, or park visitors.

4. The Volunteer Program Coordinator will:
  - 4.1. Facilitate and manage volunteer recruitment, orientation, and training as needed;
  - 4.2. Ensure eligibility, training and screening requirements for volunteers are met and documented;
  - 4.3. Develop procedures for referral and placement;
  - 4.4. Maintain a record of available volunteer openings;
  - 4.5. Develop a process by which the volunteer program can be evaluated;
  - 4.6. Ensure volunteer applications are available at WSPRC headquarters, regional offices, participating parks, and by mail per request;
  - 4.7. Maintain records on each volunteer.
5. Volunteer supervisor will:
  - 5.1. Coordinate volunteer interviews;
  - 5.2. Maintain a list of proposed short-term and long-term assignments in their area of responsibility and share that information with the Volunteer Program Coordinator;
  - 5.3. Verify a volunteer has a valid driver license and is able to carefully and responsibly operate a vehicle prior to allowing them to drive an agency vehicle;
  - 5.4. Ensure volunteers are properly trained and that the training is documented prior to allowing them to use or operate equipment and/or vehicles;
  - 5.5. Provide volunteers with adequate training, equipment, and resources to perform their assigned task(s);
  - 5.6. Ensure all paperwork is completed and submitted to the headquarters Volunteer Program (e.g., I-9, New Employee Checklist P&R P-020, Evaluation P&R A-281);
  - 5.7. Be accessible to volunteers;
  - 5.8. Hold volunteers accountable for not adhering to or following all agency rules, policies, or procedures; and
  - 5.9. Maintain appropriate records on each volunteer and report hours of service for each volunteer by submitting the volunteer timesheet monthly.
6. Volunteers will:
  - 6.1. Complete and submit a Volunteer Application for Individuals (P&R A-169) or Short-Term Volunteer Agreement, Application, and Timesheet (P&R A-361) or Group Volunteer Service Agreement P&R A-366;

- 6.2. In accordance with Policy 70-44, Criminal Record and Disclosure and Fingerprinting, undergo a criminal history background check;
- 6.3. Attend and participate in any and all necessary training;
- 6.4. Comply with all agency rules, policies, or procedures;
- 6.5. Follow any direction provided by WSPRC staff;
- 6.6. Work in a safe manner;
- 6.7. Perform only tasks for which they have been approved for and properly trained by WSPRC employees; and
- 6.8. Report all hours of service to the volunteer supervisor.

## 7. Volunteer Agreements

- 7.1. Applications for volunteer agreements may be distributed and accepted at parks, the region offices, and the headquarters office. Original agreements must be submitted to the headquarters Volunteer Program.

## 8. Benefits

- 8.1. Volunteers performing services in a state park may have the standard fee for camping waived under the conditions set forth in WAC 352-32-285.
- 8.2. Volunteers performing services for the agency may earn a Discover Pass by working 24 hours in any given year. An individual who contributes 24 hours of volunteer service within a 12-month period is eligible to receive one complimentary annual Discover Pass. Only one complimentary Pass will be provided to a volunteer within one 12-month period.
- 8.3. Volunteers are covered by the WAC 296-17 while on a volunteer assignment, the statute(s) covering workers' compensation insurance.
- 8.4. When an action for damages is filed against a volunteer and which arises out of the course of his/her duties with the WSPRC, the Washington State Office of the Attorney General will defend each action at the expense of the state if the volunteer so requests and if he/she was acting in good faith and within the scope of those assigned duties.
- 8.5. In consideration of the services performed by volunteers who operate motor vehicles for the agency, any suits for damages against such volunteer will be defended as provided in 8.3 and Chapter 4.92 RCW; and any judgments against such volunteer will be paid from the tort claims revolving fund to the extent that such judgment exceeds any liability insurance covering the such loss.
- 8.6. Applicable volunteer experience may be counted towards meeting the required qualifications for a WSPRC position or classification, and is computed on the

basis of 174.3 hours equaling one month of experience. Volunteer experience is also recognized and accepted for federal employment.

- 8.7. The regulations of the United State Internal Revenue Service (IRS) permit volunteers to deduct various out-of-pocket expenses, including amounts paid for transportation. Public transportation is deductible. If driving, volunteers may deduct the standard IRS Publication 526 deduction for actual gas and oil expenses.

## 9. Employees as volunteers

- 9.1. An individual shall not be considered a volunteer if the individual is employed by the same public agency to perform the same type of services as those for which the individual proposes to volunteer. The phrase "same type of services" means similar or identical work.
- 9.2. Section 203(e)(4)(A)(ii) of the Fair Labor Standards Act (FLSA) does not permit an individual to perform hours of volunteer service for a public agency when such hours involve the same type of services which the individual is employed to perform for the same public agency.
- 9.3. Employees may volunteer hours of service to their public employer, provided such services are not the same type of services an individual is employed to perform.
- 9.4. The WSPRC Washington Management Service employee overseeing the Volunteer Program will ensure compliance with this section and FLSA regulations.

## **FORMS**

Volunteer Application for Individuals (P&R A-169)  
Individual Volunteer Service Agreement (P&R A-365)  
Short-Term Volunteer Agreement, Application, and Timesheet (P&R A-361)  
Volunteer Timesheet for Individuals (P&R A-168)  
Group Volunteer Service Agreement (P&R A-366)  
Group Volunteer Timesheet (P&R P-067A)  
Volunteer Evaluation (P&R A-281)  
Request for Criminal History Record Information (P&R P-010)  
Criminal Disclosure (P&R P-009)  
New Employee Checklist (P&R P-020)  
Form I-9 (Federal Form)

