



## Volunteer Policy

Board motion:

Date of next review: November 2028

Date: November 27, 2024

Date of original motion: September 2013

Policy type: Board

Chair's signature: \_\_\_\_\_

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### Purpose

The purpose of this policy is to detail the expectations and principles governing the volunteer program at the Orangeville Public Library. Orangeville Public Library is committed to diversity, equity and inclusion in all areas of work. We are committed to developing and maintaining a volunteer program where individuals with diverse backgrounds, experience and abilities are able to participate.

### Policy

The library board welcomes community participation in the organization to supplement the efforts of paid staff. The volunteer program is not intended to replace any paid staff and is not intended to become a direct function of the daily operations.

### Scope

This policy provides guidance to management, staff and volunteers. The policy shall apply to all volunteers including members of the Friends of the Library and extends to include outreach events and library activities which occur out in the community.

1. The term "volunteer" refers to a person who performs a service for the library without compensation (beyond reimbursement for pre-approved specified expenses). Opportunities for volunteer placements will be identified by staff.
2. The library accepts community members as volunteers who are participating in student community service hours.
3. A volunteer must be officially enrolled by the library or a member of the Friends of the Library prior to performance of the task.
4. A vulnerable sector police records check will be required for volunteers working with children or vulnerable adults.

5. The library may at any time terminate the volunteer's relationship with the library or make changes in the nature of the volunteer assignment.
6. Each volunteer shall perform duties under the supervision of a staff member.
7. The service of paid staff members as volunteers is accepted provided that the volunteers service is:
  - initiated by the staff member
  - provided voluntarily
  - involves work that is outside the normal scope of duties and working hours for that staff member
8. An individual must have completed at least grade 8 to volunteer at the library.
9. Family members of paid staff are welcome to volunteer with the library but never under the direct supervision of their family member.
10. A volunteer shall not disclose any personal information that they may become aware of in the conduct of their assigned duties. Failure to maintain confidentiality may cause immediate termination of the volunteer.

For details on Insurance coverage and indemnity see the Town of Orangeville's Policy for Committees and local boards (Feb. 2023), excerpt below:

Volunteers are guided and bound by the same policies and procedures as library employees. OPL can discontinue the service of volunteers who do not adhere to the policies and procedures of the library or who fail to satisfactorily meet the expectations of their volunteer assignment.

Volunteers and Committee members are not employees or representatives of The Corporation of the Town of Orangeville, may not communicate on behalf of the Corporation nor bind the Corporation and shall not utilize Town of Orangeville business cards or the like.

### **Insurance Coverage and Immunity**

During the volunteer term and in the performance of the volunteer activities, volunteers will have access to the insurance and immunity outlined below. Schools and organizations volunteering their members will be responsible for the liability and insurance of their participants.

### **General Liability Insurance**

The Town's liability insurance protects both the Town and the volunteer against claims from third parties while the volunteer is performing volunteer activities. This does not cover loss of or damage to the volunteer's property. There is no cost to the volunteer for this liability insurance coverage.

## **Auto Liability Insurance**

Volunteers are not authorized to use Town-owned or leased vehicles. The Town does not provide auto liability coverage for any volunteer's personal vehicle driven on behalf of the Town during their volunteering duties.

## **Workers' Compensation**

The Workplace Safety and Insurance Board does not provide coverage for volunteers. Any person incurring injury or illness while volunteering will not be covered by the Town's WSIB policy.

## **Accidental Death and Dismemberment Insurance**

The Town does not provide volunteers with insurance for accidental death or dismemberment, nor for medical and dental expenses, nor wage loss as a result of an accident incurred by a volunteer. There is no group life insurance provided to volunteers.

## **Performance**

Volunteers will be encouraged to complete their duties and/or attend meetings on a regular basis, for which the volunteer freely gives their time and expertise to the community, without financial compensation.

## **Safety and Security**

Volunteers are responsible for their own safety and the safety and security of all their personal property and possessions.

## **Expenditures**

Any expenditures on behalf of the board or committee must be made in accordance with the Town's Procurement Policy.

## **Vulnerable Sector Police Checks**

Vulnerable Sector Police checks may be required in certain circumstances. Any costs associated with such checks will be reimbursed by the Town.