



<b>Type:</b>	Human Resources
<b>Authority:</b>	CEO
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### **Purpose**

The Blue Mountains Public Library is committed to the utilization of all available resources to further its goals. Volunteers can enrich services and inform the public about available services. Within an effectively managed program, volunteers can perform tasks efficiently and responsibly. Volunteerism is also seen as a contributor to healthy lifestyles. The employees work with volunteers as a means of expanding services and resources, building educational capacity and for philanthropy.

### **Scope**

This policy refers to all unpaid volunteers and placements.

#### **ADM.2018.44.1 Purpose**

1. Volunteers shall only be used to enrich or expand services or to free skilled paid staff for other duties. Volunteers shall not be used to replace paid employees.
2. The CEO shall ultimately be responsible for selecting, interviewing, assigning, and terminating volunteers.
3. Each volunteer shall have a specific paid staff member to whom he or she reports and with whom to discuss concerns, ask questions and make suggestions.
4. Each volunteer shall be made aware of the BMPL's policies, procedures and expectations.
5. In the event of an opening for a paid position on the staff, volunteers who apply for the position shall be evaluated on the same basis as all other applicants.
6. A volunteer shall perform duties in the presence of at least one paid staff.
7. When taking on the services of a volunteer or volunteers, the BMPL shall take steps to ensure that appropriate coverage such as liability insurance, has been obtained for the volunteer's protection.

#### **ADM.2018.44.2 Screening and Selection of Volunteers**

1. All volunteer applicants must complete an application form stating: date of application; name; address and telephone number; emergency contacts; days and time available including starting date; relevant education and/or experience; and interests and skills. Criminal Record Check may also be required, depending on the type of work the volunteer is completing.
2. Each volunteer selected to perform duties shall be required to sign a volunteer agreement and shall be provided with a volunteer job description.

### **ADM.2018.44.3 Recruitment of Secondary and Post-Secondary Students**

The BMPL shall actively recruit co-op secondary school students, secondary/post-secondary required volunteer hour seekers, and post-secondary unpaid interns in order to assist these students in learning about the world of library or museum sciences, as well as to increase their academic experience.

### **ADM.2018.44.4 Accommodation Plans**

1. The BMPL shall offer volunteer opportunities to individuals with disabilities without prejudice. As an organization which works with all members of the community, including the vulnerable sectors and those with disabilities, we believe that all members of the community should be treated with respect and receive the best service possible. Likewise, the same level of respect shall be granted to volunteers who have disabilities.
2. Any volunteer requiring an accommodation shall make notice to the CEO. The CEO is responsible for drafting the accommodation plan.
  - 2.1. This plan shall be drafted and then shared with the volunteer for feedback before being finalized. Accommodations can be requested at any time during the volunteer relationship.
3. Accommodation Plans shall be reviewed annually by both the CEO and volunteer. Should a change in duties occur, the plan shall be updated within four (4) regular volunteer days.
  - 3.1. Should there be a supervisor of the volunteer other than the CEO, that individual shall also be present on the review team.
4. The CEO may discuss the accommodation plan with other staff to determine how the plan is impacting their work environment.

### **ADM.2018.44.5 Emergency Plans**

1. Any volunteer who has a disability which may prevent them from easily exiting the building in an emergency shall have an Emergency Plan in place.
2. The CEO shall develop this Emergency Plan with the assistance of the volunteer. Other personnel may be involved in the development of the plan.
3. Training of all staff shall occur for every Emergency Plan.
4. An Emergency Plan shall be reviewed annually by both the CEO and volunteer. Should a change in duties occur, the plan shall be updated within four (4) regular volunteer days.