



## Policy: Contractors, Temporary Employees and Volunteers

**ChildNet Number: CN 009.069**

**Original Approved Date: April 23, 2010**

**Revised Date(s): June 16, 2010, November 19, 2010**

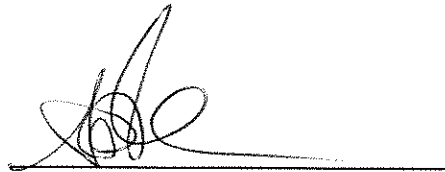
**Sunset Date:**

**Related COA Standard(s): HR 3.03, 3.05, 5.05, TS 3.05**

### Statement of Policy:

ChildNet effectively administers and efficiently utilizes contractors, temporary employees and volunteers. General guidance concerning recruitment, determination of eligibility for specific placement, orientation, training, supervision, and recognition of contractors, temporary employees and volunteers is provided. This operating procedure applies to all organizational units within ChildNet.

**Board Chair's Signature:**



**Date:**

11-30-10



## Procedure: Contractors, Temporary Employees and Volunteers

**ChildNet Number: CN 009.069**

**Original Approved Date: April 23, 2010**

**Procedure Revised Date(s): June 16, 2010, November 19, 2010, August 22, 2014, February 21, 2018**

**Procedure Sunset Date:**

**Related COA Standard(s): HR 3.03, 3.05, 5.05, TS 3.05**

### Definitions:

**Volunteer:** A volunteer is any person who of his or her own free will provides goods or services to ChildNet with no monetary or material compensation. A person registered and serving in Older American Volunteer Programs authorized by the Domestic Volunteer Services Act of 1973, as amended (Public Law 93-113), also meets the definition of volunteer. Volunteers do not displace regular employees and work under close observation of ChildNet staff.

**Occasional Service Volunteer:** Any person, business, corporation or organization that provides a one-time or intermittent voluntary service in which it has no contact with clients served by ChildNet.

**Regular Service Volunteer:** A volunteer working for any continuous amount of time in a program or facility subject to the following background screening requirements: Chapter 393, F.S., Developmental Services, for adults and children; Chapter 394, F.S., Mental Health, for children; Chapter 396, F.S., Alcohol Treatment, for children; Chapter 397, F.S., Drug Treatment, for children; Chapter 402, F.S., Child Day Care; and Chapter 409, F.S., Child Foster Care.

**Minor Volunteer:** A volunteer under the age of 18 years. Minor volunteers are permitted to volunteer in specific areas, but must be supervised at all times. They must follow all applicable policies and procedures and parental written permission must be obtained prior to placement.

**Volunteer Supervisor:** Any paid or unpaid staff member who has the day-to-day responsibility of supervising volunteers.

**Contractors:** A contractor is a person or business that provides a skill, service, or function to ChildNet on a part time or intermittent basis in the place of what an employee might perform. Contractors are not employees of ChildNet and must comply with specific procurement standards, including the IRS 20-factor test for independent contractors, in order to receive consideration to conduct business with our organization.



**Temporary Employees:** A temporary employee, also referred to as a contingent worker or staff, is an individual who is working under an agreement through a licensed staffing service or is hired directly by ChildNet on a temporary basis.

*Through a Staffing Service* - Temporary employees who work at ChildNet through a licensed staffing service are considered employees of that service and all required employment taxes and insurances are paid by that agency. There is not a direct or implied agreement with the temporary employee to be considered as a regular employee unless terms have been agreed to with the staffing service.

*Direct Hire for Temporary Work-* Temporary employees may be employed directly by ChildNet for a short-term duration. Employment taxes and insurances are handled in the exact way as any regular employee and in accordance with local, state, and federal laws.

#### **Statement of Procedure:**

- A. **Accountability or Responsibility:** ChildNet's Program Officers, Directors, and Supervisors within their respective departments, ensure implementation of all provisions of these policies and procedures. Talent Management ensures the completion of all applicable forms and tasks. The ChildNet employee responsible for the work performed by the contractor, temporary employee or volunteer monitors, trains, maintains time sheets, and provides technical assistance.
- B. **Contractors and Temporary Employees/Contingent Workers-** requests for additional assistance in the form of a contractor or temporary employee/contingent worker must be approved by the appropriate Program Officer and Director. Specific details on the level of subject matter expertise, skill sets, and/or abilities must be provided to procurement/purchasing in order to develop the necessary Request for Proposal in accordance with current procurement standards.
- C. **Volunteer Recruitment and Placement**
  - 1. **Needs Assessment:** Talent Management determines the need for volunteers and coordinates placement efforts directly with the Directors for the applicable Departments.
  - 2. **Job Description:** Talent Management develops the job description. Volunteer job descriptions include job title, location, supervisor, time commitment, duties, qualifications, and training.
  - 3. **Recruitment:** Recruitment is done without regard to age, race, religion, color, sex, national origin, marital status, citizenship status, military status, disability, sexual



orientation, veterans' status, genetic information or any other protected status, in accordance with the requirements of all federal, state and local laws.

Recruitment can be formal or informal and may include, but is not limited to:

- a. Requesting the involvement of specific individuals, businesses or groups known to ChildNet personnel who may be willing to help meet an identified need.
  - b. Advertising through various print and electronic media.
  - c. Receiving referrals from community volunteer organizations.
  - d. Identifying through public speaking and presentations to civic organizations, businesses, and other volunteer associations.
4. Application: Any individual wishing to serve as a volunteer completes the ChildNet Volunteer Application.
5. Interview: Talent Management coordinates interviews for all volunteers with the respective department director.
6. Determination of Eligibility: In determining the eligibility of a volunteer applicant, the protection and welfare of the persons served by ChildNet is the first priority. Talent Management, in conjunction with the Director of the Department requesting the volunteer, determines if an applicant is eligible for a specific placement or activity. All volunteers who may come into contact with clients must complete a full employee background screening.
- a. All Directors who utilize regular-service volunteers must first consult all applicable Florida Statutes for their areas to ensure volunteer guidelines are met.
  - b. Various statutes determine whether volunteers are subject to the same requirements as employed personnel. Generally, if a volunteer comes into contact with any clients for whom ChildNet serves, that volunteer is subject to the same background screening requirements as personnel.
  - c. Persons who volunteer on a consistent basis (regular and/or occasional service volunteers) and who come into contact with clients whom ChildNet serves must first undergo the following screening, under the direction of Talent Management:



- i. Affidavit of Good Moral Character: The volunteer applicant submits a signed and notarized Affidavit of Good Moral Character to Talent Management that is placed in the volunteer's file.

Local Law Enforcement Record Check: Talent Management staff submits the applicant's name and other identifying information to the local law enforcement agency in the county where the person resides or resided for the previous six months. The record is reviewed based on the Affidavit of Good Moral Character and any disqualifying information is addressed by Talent Management.

- State Criminal History: The volunteer applicant submits a completed Request for Criminal History Check
  - FBI Criminal History Check: The volunteer applicant obtains and provides an FBI criminal history check
  - FAHIS: The volunteer applicant completes a Florida Abuse History Screening
  - If the volunteer is absent for 90 days or more, the FDLE check must be repeated prior to resuming activities with ChildNet
  - Minor volunteers may also be subject to a Juvenile Justice screening and are to have parental permission in written form
7. Placement: Talent Management and other Department Directors (where applicable) are to determine if the volunteer's knowledge, skills and abilities match the needs assessment and job description of the position available. The volunteer may provide either direct or indirect services to persons whom ChildNet serves. Such services may include levels of responsibility similar to that of paid staff.
  8. Orientation: All volunteers receive an orientation provided by Talent Management to get acquainted with ChildNet's policies. Each volunteer receives an identification (I.D.) badge from Talent Management.
- D. Volunteer Supervision and Training: Volunteers receive training opportunities relative to the tasks they perform. After placement of a volunteer, the supervisor provides training that enables the volunteer to perform assigned duties.
1. Standards of Conduct: The same standards of conduct that apply to employees also apply to volunteers. The volunteer receives a copy of the employee standards of conduct from Talent Management.



2. Time Sheets: Volunteers document their time on time sheets and provide these to their supervisors by the 3<sup>rd</sup> of each month. Supervisors review, approve and send the timesheets to Finance on or before the 5<sup>th</sup> of each month.
3. Reassignment: At the request of the volunteer or the volunteer's supervisor, a volunteer is subject to an alternate placement.
4. Reactivation: If a volunteer returns after being inactive, the volunteer must file an updated application. If the volunteer's service was not ended due to inappropriate behavior, unsatisfactory service or other problems, the volunteer may resume volunteering upon successful background screening as required. To be reassigned, volunteers must go through Talent Management where they are provided with an up-to-date job description and a current volunteer I.D. card.
5. Termination: Termination may occur for a variety of reasons: assigned activities conclude (e.g., the volunteer's work is unsatisfactory and the supervisor concludes that consultation or additional training will not result in improvement); a volunteer's absence from work was not approved; the volunteer violates any ChildNet rule, regulation or other applicable state or federal law; or, the volunteer chooses to terminate services

When termination occurs for any reason, the supervisor notifies Talent Management with details of the termination. If the volunteer is terminated from one placement, the individual may still be eligible to participate within ChildNet in another placement. Approval to continue participation is determined by Talent Management.

E. Volunteer Recognition: Talent Management ensures that volunteers are periodically recognized. Publicity in connection with volunteer recognition is encouraged and may include ChildNet publications as well as public print and broadcast media. Dissemination of such information must be approved by the CEO. Activities for volunteer recognition may include awards programs, luncheons, banquets or other types of recognition events. Volunteers may receive certificates, plaques, pins or other tokens of appreciation. Each department using volunteers recognizes its most outstanding volunteers at least annually.

#### F. Volunteer Program Management

1. Files: Talent Management shall compile and maintain a file containing required information for each volunteer.
  - a. All volunteers must meet the requirements of Section 435.02, F.S., which include fingerprints, and a medical screening. Volunteers falling into this category must also contain local law enforcement check, affidavit of good



moral character, FDLE criminal history check, FBI, and abuse registry clearances. Files must also contain a copy of a valid driver's license and insurance, an application, a job description, and letters of reference. These listed requirements may not be inclusive.

- b. Occasional Service Volunteer: Individual files are not required for occasional service volunteers. The files for these volunteers may be consolidated by program.
  - c. Other: The file may also include a copy of professional license(s), volunteer performance evaluation and notification of termination.
  - d. Forms and Formats: Volunteer forms contain standardized information: application, time sheet, I.D. card, annual report, affidavit of Good Moral Character, notification of termination, job description, certificate of appreciation, confidentiality, drug free workplace and security agreement.
2. Monitoring: Talent Management monitors the volunteer program in collaboration with department directors.
  3. Reporting: Talent Management keeps statistical data and other information required to complete volunteer reports.

President's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

02-27-18