



Department of Mines, Minerals and Energy

VOLUNTEERISM POLICY

Policy

DMME will use the services of volunteers to the extent outlined in this policy.

Definitions

Volunteers – anyone who, of their own free will, provides goods or services, without any financial gain, to DMME

Regular Service Volunteers – anyone engaged in specific voluntary services activities on an ongoing or continuous basis

Occasional-service Volunteer - anyone who provides a one-time or occasional voluntary service

Material Donor – anyone, who without financial gain, provides funds, materials, employment, or opportunities for customers of DMME

Scope of Work

- A. Volunteers may be used to assist in programs carried out or administered by DMME provided their services are needed and do not replace work assigned to paid staff.
- B. Volunteers will be exempt from all provisions and laws relating to state employment, hours of work, rate of compensation, leave time and employee benefits. Volunteers will comply with applicable work rules.
- C. Under no circumstances will DMME provide volunteers with such incidental reimbursements, such as transportation costs, lodging, or subsistence.
- D. Any division that accepts volunteers in the workforce must assume responsibility for training and supervision of those volunteers. Volunteers are not covered under Workers Compensation.

- E. The supervisor of any volunteers must ensure that the volunteers and paid staff understand their respective duties and responsibilities, their relationship to each other, and their respective roles in fulfilling the objectives of the division. Supervisors will be held accountable and are responsible for volunteers conduct in the workplace and work products ensuring that all are in accordance with standards set for paid employees.
- F. Supervisors of any volunteers must ascertain credentials, background, and experience necessary to provide services relative to the work assigned.
- G. Volunteers may **NOT** drive state or agency-owned vehicles due to liability potential; however, volunteers may be passengers in state vehicles when performing specifically defined work for DMME.
- H. Volunteers may be recognized for exceptional services; however, under no circumstances will any recognition actions involve use of state funds.
- I. Volunteers who do not perform to work standards/expectations of DMME will be asked by their supervisor not to return to volunteer service with DMME.
- J. Any act of violence, theft, or harassment will be addressed on a one-on-one basis and may include civil action.
- K. All potential volunteers will complete the attached application before beginning work for DMME. The application should be forwarded to the Office of Human Resources in Richmond.

Authorization

The Virginia State Government Volunteers Act §2.2-3600 – 2.2-3605

APPROVED:

Director

Date