



City Policies

SUBJECT: COMMUNITY SERVICE WORKER PROGRAM

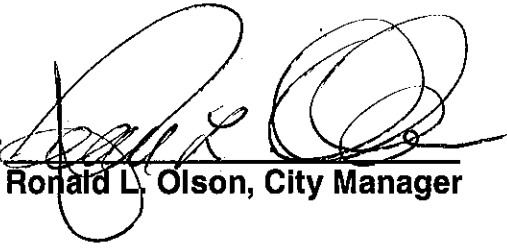
HR. 38.0

EFFECTIVE: 01/11/2011

REVISED: 04/26/2012

REVISED: 02/06/2013

APPROVED:


Ronald L. Olson, City Manager

DATE: 15 Feb 2013

I. PURPOSE

The purpose of this policy is to define standards associated with the use of individuals assigned to community service work.

II. SCOPE

This policy applies to all departments.

A community service worker covered by this policy is an individual assigned by the court system to perform community service hours, who recurrently provides assistance to a department in the completion of department activities or in daily operations, or service in short term community event.

III. POLICY

The City allows and encourages departments to use Community Service Workers to support business functions. Departments may establish specific procedures regarding the use of Community Service Workers, based upon operational and/or business needs, so long as those procedures and policies are not less restrictive than the provisions of this policy.

The following uses are prohibited by the City:

- persons who are currently on probation for a felony offense;
- persons who are incarcerated for violations of the law;
- persons whose employment ended as a result of violation of City policy or procedure or Civil Service Board rules and Regulations.

Community Service Workers will not be granted access to the City's e-mail system.

The following requirements apply:

1. Must be at least eighteen (18) years of age, except for youth involved in education initiatives provided for the development of youth, or in association with court ordered youth community service.
2. Are limited to work no more than twenty (20) hours per week.

3. Must serve with no expectation of receiving a tangible benefit.
4. May not work in functions that contain sensitive customer, employee or city information, (such as payroll, accounts payable, accounts receivable, personnel or benefit records).
5. May not work in functions that provide access to cash.
6. May not operate a City owned motor driven vehicle or motor driven equipment
7. May not work in functions that provide access to senior citizens or children on a private or secluded one-on-one basis.
8. May not work in functions that provide entry into citizens' homes.
9. Must complete the Community Service Worker Release of Liability and Hold Harmless Agreement associated with this policy that provides a release of any general liability claim, or the appropriate release form designated for service activities of a one day community event.
10. Are not covered by the City's workers' compensation program.

In addition to the above, community service worker must qualify under any licensing requirements or standards applicable to the function which they are to perform.

IV. PROCEDURES FOR PLACEMENT

Prior to the placement of a Community Service Worker except a Community Service Worker participating in a short term community event, the completed Community Service Worker Assignment Form, attached to this policy, must be submitted to the department Director for review and approval.

Criminal background investigations will be conducted by the Human Resources Department (or other departments which independently conduct such investigations such as Police and Aviation) on all Community Service Workers who are at least eighteen (18) years of age, except those administered under a nationally affiliated program (i.e. RSVP, SCP, VIPS), or Community Service Worker participating in a short term community event, prior to their placement, as a means of promoting a safe environment for employees and customers.

1. The cost of criminal background investigations will be charged to the department in which the Community Service Worker is assigned.
2. Although a disqualification is possible, in accordance with federal and state laws, a previous conviction does not automatically disqualify an individual from being considered a Community Service Worker with the City. Depending on a variety of factors, (for example - the nature of the position, the nature of the conviction, the number of convictions, when the illegal activity occurred, etc.), the Community Service Worker may still be eligible for service with the City.
3. If the Community Service Worker does not have a valid driver's license, then another form of picture identification must be provided.
4. The Human Resources Department will provide results of the criminal background check to the department Director for determination regarding approval or denial of assignment.
5. Upon approval by the department Director, the department may move forward with the placement. If the individual is not approved to serve in City operations, the department Director is prohibited from allowing the individual to serve in City operations, and must notify the individual.
6. If approved, the department Director must ensure that the Community Service Worker executes the Community Service Worker Release of Liability Agreement attached to this policy. If the

Community Service Worker is under eighteen (18) years of age, parents or guardians signature must be obtained on the Agreement.

The department will be responsible for maintaining all documentation related to the Community Service Worker and the Community Service Worker assignment. Department record maintenance and responsibilities include the ability to report the total number of community service workers and hours served monthly and annually.

The department for which the Community Service Worker provides assistance must provide an identification badge to each community service worker to be worn daily while assisting the City, except those who work for a short term community event or other special activities.

In the event a Community Service Worker is involved in an incident, whether misconduct or injury/illness, the Safety & Risk Manager is to be notified immediately by the department Director or designee.

VI. CONSEQUENCES FOR VIOLATION OF THIS POLICY

Failure to comply with this policy will result in disciplinary action up to and including termination.

VII. QUESTIONS REGARDING THIS POLICY

Questions regarding this policy shall be directed to the Director of Human Resources, or designee, who may be contacted at 361-826-3315.

COMMUNITY SERVICE WORKER ASSIGNMENT FORM

H.R. Policy 38.0 Community Service Worker

Date: _____ Community Service Worker Name: _____

Address: _____ City: _____ State _____ Zip code _____

Phone Number: _____ SSN: _____ (for background purposes)

Date of Birth: _____ Driver's License Number: _____

HOURS PER WEEK NOT TO EXCEED 20

Describe reason for community service: _____

Department Assigned To: _____ Charge Code: _____
(Background Check Fee)

Job Tasks to Be Performed: _____

Are these tasks safety sensitive? _____ Yes _____ No

Does the performance of these tasks, or the area in which the tasks will be performed, provide the worker with access to:

- Sensitive City, Customer or employee information _____ Yes _____ No
- Cash _____ Yes _____ No
- Senior Citizens _____ Yes _____ No
- Children _____ Yes _____ No

Is a copy of the driver's license attached? _____ Yes _____ No (if not, explain why)

Date Assignment to Begin: _____ Date Assignment to End: _____
(Assignment not to exceed 3 months)

Department Director Signature Date

Director Human Resources Signature Date

SUBMIT ORIGINAL TO ASSIGNED HUMAN RESOURCES TECHNICIAN FOR BACKGROUND CHECK

Volunteer Release of Liability Agreement

By signing this document you are waiving any protection under Section 39.14 and Section 39.323 of the City of Corpus Christi Texas Code of Ordinances and any other similar ordinances.

By signing this document I agree to waive any rights to sue the City of Corpus Christi, its officers, officials, employees, representatives, and agents (collectively, the "City"), for any damages or claims arising out of volunteer participation. I am aware that participating in the volunteer program may involve dangers and risks of serious injury and/or death, and/or property damage. I freely accept and fully assume all such dangers and risks. In consideration of being allowed to participate in the volunteer program I further agree as follows:

1. to waive any and all claims that I may have against the City arising out of volunteer participation;
2. To release the City from any and all liability from any loss, damage, injury or expense that I may suffer or that my next of kin may suffer as a result of my participation in the volunteer program due to any cause whatsoever, including any negligence of the city or otherwise;
3. To hold harmless and indemnify the City from any and all liability for any property damage or personal injury to any third-party, resulting from my participation in the volunteer program.
4. This Release of Liability and Hold Harmless Agreement shall be effective and binding on my heirs, next of kin, executors, administrators, and assigns in the event of participant's death.

I have read and understand this Release of Liability and Hold Harmless Agreement prior to signing it, and am aware that by signing this Release of Liability and Hold Harmless Agreement I am waiving certain legal rights which I or my heirs, executors, administrators and assigns may have against the City.

If Volunteer is under 18 years of age, the Parent or Guardian must sign below along with the Volunteer. As the Parent or Guardian of a volunteer I agree to execute this release of liability on behalf of volunteer. I acknowledge the risks and dangers associated with the volunteer program and I voluntarily accept and assume liability and the possibility of injury, damage, death, or loss resulting there on behalf of the Volunteer. I waive any and all claims and agree to release, hold harmless, and indemnify the City of Corpus Christi, and its officers, officials, employees, representatives, and agents on behalf of the volunteer.

Volunteer's Name (Printed)

Date of Birth

Volunteer's Signature

Parent/Guardian Signature

Volunteer's Address

Department Name & Contact

Emergency Contact Name & Phone