

VOLUNTEER POLICY



VOLUNTEER POLICY			
Effective Date	June 18, 2019	Policy Type	Administrative
Responsibility	Director, Facilities Maintenance and Operations	Cross-Reference	Hospitality and Community Stewardship Expenditures Policy Vehicle Use Policy Occupational Health and Safety Policy Recruitment and Selection Policy
Approver	Executive Council	Appendices	1. Volunteer Registration Agreement and Waiver of Liability 2. Volunteer Sign In/Time Sheet
Review Schedule	Every 3 years		

1. Policy Statement

- 1.1. To manage volunteers and their services with Grande Prairie Regional College, “GPRC” or “the Institution”, including the associated risks and liabilities inherent in volunteer activities.

2. Background

- 2.1. Volunteer contributions are critical in helping GPRC carry out its Vision, Mission, and Values.

3. Policy Objective

- 3.1. The purpose of this policy is to:
 - 3.1.1. Manage GPRC volunteers activities
 - 3.1.2. Outline the roles and responsibilities of volunteers and their supervisors
 - 3.1.3. Outline the safety processes for documenting injuries associated with GPRC volunteers.

4. Scope

- 4.1. This policy applies to all volunteers and their supervisors participating in a GPRC approved activity. This policy does not apply to volunteers with the GPRC Students’ Association, including student clubs.

5. Definitions

- 5.1. “Volunteers” refers to individuals who provide services or assistance to the Institution without payment of fees, wages or salary and without any expectation of any kind of compensation. An employee who is providing unpaid services outside of their normal employee duties and working hours are considered volunteers.

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6. Guiding Principles

- 6.1. Volunteers support the Institution's programs, events, and activities. The department utilizing volunteers will track the number of hours of services provided by volunteers and the Institution will assign a fair market value to those hours. The value of the services will be included in the insurable earnings information submitted to WCB.
- 6.2. Security Record Checks may be required for certain volunteer positions. Please refer to the Recruitment and Selection Policy.
- 6.3. The volunteer's supervisor must:
 - 6.3.1. Provide access to all applicable policies for the volunteer's duties,
 - 6.3.2. Review all relevant information,
 - 6.3.3. Explain duties and responsibilities to the volunteers, and
 - 6.3.4. Ensure the volunteer has received adequate training, including required safety training.
- 6.4. All Volunteers must complete the Volunteer Registration Agreement and Waiver of Liability and thereby agree to abide by this policy. The Volunteer Registration Agreement and Waiver of Liability must reference the vision, mission and values of GPRC and that volunteer behavior is expected to be in compliance.
- 6.5. Volunteers are not entering into an employment relations with GPRC and are not entitled to receive a salary or compensation or benefits.
- 6.6. GPRC and the volunteer may terminate their volunteer relationship at any time without notice.
- 6.7. There is an obligation for volunteers to respect the confidentiality of any sensitive information or dealings, which may relate to volunteering with GPRC, and volunteers are not to disclose any information without the prior written authorization of GPRC. This obligation of confidentiality continues into perpetuity.
- 6.8. The volunteer is solely responsible to select and purchase their own medical/health insurance. No medical/health insurance will be provided by GPRC, beyond coverage provided by the Institutions' WCB coverage. In the event of a medical/health problem, GPRC accepts no responsibility for any costs associated with a medical/health problem nor will the Institution pay for any medical/health expenses that may be incurred by the volunteer.
- 6.9. GPRC does not provide insurance coverage for personal vehicles used by the volunteer. Volunteers who will be driving their own personal vehicles to and from an event and during the event, are responsible for providing their own insurance.
 - 6.9.1. Volunteers are not allowed to transport in their personal vehicles participants (children, students or adults) under the care of the Institution's program, event or activity.
- 6.10. Once a program, event, or activity has completed, the Supervisor responsible for the program, event, or activity will forward a description of the activity and the number of hours the volunteers worked to the Director, Financial Services and Payroll Officer for inclusion in GPRC's WCB insurable earnings information submitted for its' employees. This information must be submitted no later than the beginning of January each year for the preceding year (e.g. January 2020 for the 2019 volunteer time sheets).

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- 6.11. The original Volunteer Sign In/Time Sheet is to be kept on file by the originating department for a minimum of five years. Copies can be provided to the volunteer if they request them.
- 6.12. Gifts issued to volunteers should be in accordance with the Hospitality and Community Stewardship Expenditures Policy.

7. Roles and Responsibilities

Stakeholder	Responsibilities
Executive Council	<ul style="list-style-type: none">• Approve and formally support this policy.
Enterprise Risk Management Unit	<ul style="list-style-type: none">• Notify WCB by sending them an updated Deeming Order Application – A632 once a year.• Follow up with reports on any incidents, injuries, work related illnesses, near misses, and send claims in to WCB as required.
Supervisors	<ul style="list-style-type: none">• Manage volunteers as per policy• Liaise with appropriate Institution departments to determine if coverage is required for volunteers.• Ensure that all incidents are reported to the Enterprise Risk Management Unit, and take action to prevent a recurrence where it is within their authority to do so.• Maintain the Volunteer Registration Agreement and Waiver of Liability, and the Volunteer Sign In/Time Sheets, and submit required information to Finance at the conclusion of the voluntary activity
Volunteers	<ul style="list-style-type: none">• Abide by this and all other applicable GPRC policies.• Accurately complete the Volunteer Registration Agreement and Waiver of Liability, and all Volunteer Sign In/Time Sheets
Financial Services	<ul style="list-style-type: none">• Include volunteer hours and value of service when documenting insurable earning information submitted for its employees to WCB.

8. Exceptions to the Policy:

- 8.1. Exceptions to the guiding principles in this policy must be documented and formally approved by the Vice-President, Administration. Policy exceptions must describe:
 - 8.1.1. The nature of the exception
 - 8.1.2. A reasonable explanation for why the policy exception is required
 - 8.1.3. Any risks created by the policy exception
 - 8.1.4. Evidence of approval by Vice-President Administration

9. Inquiries:

- 9.1. Inquiries regarding this policy can be directed to the Manager, Enterprise Risk.

10. Amendments (Revision History):

- 10.1. Amendments to this policy will be published from time to time and circulated to the Institution community.

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Appendix 1 – Volunteer Registration Agreement and Waiver of Liability*

*Volunteer Registration Agreement and Waiver of Liability Form can be found on the GPRC SharePoint site under Health and Safety Programs & Forms > FORMS – SAFETY > Volunteer Agreement and Time Sheet



VOLUNTEER REGISTRATION AGREEMENT AND WAIVER OF LIABILITY

TO BE COMPLETED BY THE VOLUNTEER

First name:	Last name:	Date of birth:
Cell / phone #:	Email address:	
Address:	City, Province, Postal Code:	
Emergency contact first and last name:	Phone number:	Relationship:

To Be Completed by the Supervisor and Reviewed With the Volunteer

Description of volunteer duties (attach full description as required):	
Supervisor's Name:	Dates Available for Volunteering:
Supervisors Contact #:	From: _____ To: _____
Location(s) where duties will be performed:	Estimated Volunteer Hrs.:

Instructions: Please read carefully. Fill in all appropriate information. By signing / initialing this form, you as a volunteer accept certain obligations and waive certain liabilities including the right to sue.

Acceptance of Responsibilities

In consideration of my volunteer work, I understand that I am not entering into an employment relationship with GPRC. Therefore, I am not entitled to receive a salary or any employee benefits. My volunteering duties and responsibilities have been explained to me in detail. I understand that I am obligated to respect the confidentiality of sensitive information or dealings, which may relate to my volunteering at GPRC and agree that I will not disclose any information without prior written authorization from GPRC. My obligation of confidentiality continues into perpetuity. I further understand that either GPRC or I may terminate this volunteer relationship at any time without notice.

1. I will follow all rules, guidelines and abide by any and all risk (hazard) assessments, health and safety regulations and instructions received prior to or during the above noted volunteer activities.
2. I acknowledge that I am subject to all GPRC Policies and Procedures, and that I represent GPRC. I therefore agree to conduct myself in professional and safe manner while performing my volunteer activities.
3. I will conduct myself in a manner that aligns with the vision, mission and values of GPRC.
4. I will report promptly to my Supervisor, the Enterprise Risk Management office or Security; incidents, injuries or illnesses that occur to myself, a child or any other person in my care. I will fill out the GPRC incident reports as required.
5. As a volunteer I am not allowed to transport participants, (children, students or adults) to or from a GPRC event in my own personal vehicle. Participants may only be transported in a GPRC vehicle.
6. To be an authorized fleet vehicle driver I will present a valid driver's licence and a 3 year driver's abstract, and will follow GPRC's Vehicle Use Policy.
7. When driving myself or my own family member(s) in my own personal vehicle to and from a GPRC activity, I acknowledge that I am responsible for my own vehicle insurance coverage and liability in case of an incident.

Volunteer Initials: _____



Grande Prairie Regional College

VOLUNTEER REGISTRATION AGREEMENT AND WAIVER OF LIABILITY

Assumption of Risks

In consideration of my participation in this program, I acknowledge that I am aware of and freely accept all risks, dangers and hazards that are reasonably associated with being a volunteer in this program, including the possible risk of severe or fatal injury to myself or others. These risks include but are not limited to:

1. The risks associated with traveling on public roads, while driving a GPRC vehicle or private vehicle to and from a GPRC event or activity.
2. General health risks such as allergic reactions to food, animals, or the environment. Volunteers with severe allergies should be prepared to manage them with their own preferred remedies, e.g. Epi-pen.
3. Injuries or sickness caused by failing to follow instructions or guidelines that were provided to you from those in charge of the activities.

Volunteer Initials: _____

According to the Alberta OHS Act, I have the following rights:

1. **The Right to Refuse Dangerous Work**
 - I may refuse to perform dangerous work and am protected from any form of reprisal for exercising this right.
2. **The Right to Know about Workplace Hazards**
 - The GPRC representative in charge must tell me about the potential site hazards and give me access to basic health and safety information and preventative measures such as PPE.
3. **The Right to Participate in Workplace Health and Safety**
 - GPRC will involve me in health and safety discussions.

Volunteer Initials: _____

Medical/Health Insurance, Other Personal Insurance and GPRC Insurance

1. Please note that GPRC does not provide medical / health insurance for "GPRC volunteers". In the event of a medical / health problem, GPRC does not accept responsibility for any costs associated with a medical / health problem and will not pay for any medical / health expenses which may be incurred by the volunteer. However, according to the Alberta Workers Compensation Act if injured in a work related accident, a volunteer can claim worker's compensation benefits.
2. While properly carrying out your volunteer responsibilities you are insured under GPRC's general liability insurance policy against legal liability claims from third parties for property damages, bodily injury and personal injury as long as you have not willfully, maliciously or intentionally caused the incident.
3. GPRC does not insure personal vehicles or property for employees or volunteers. Volunteers who bring personal property with them or who will be driving their own personal vehicles on GPRC business are urged to contact their insurance broker to ensure that they have adequate personal automobile and property insurance.
4. I freely accept and assume all responsibility to provide myself with medical / health insurance, personal insurance and travel insurance coverage (if necessary).

Volunteer Initials: _____

Hold Harmless and Indemnity Agreement

GPRC agrees to indemnify and hold harmless the volunteer for any loss, claims, damages, expenses, judgments, including reasonable attorney fees that are advanced for which GPRC is legally liable. The volunteer agrees to indemnify and hold harmless GPRC for any loss, claims, damages, expenses, judgments, including reasonable attorney fees, that are advanced for which the volunteer is legally liable, notwithstanding the provisions of coverage that may be available to the volunteer under GPRC's liability insurance and/or the Workers Compensation Act of Alberta.

I further agree to release GPRC from liability resulting from any loss, damage, injury, death, or other expense that I may suffer as a result of my participation in this program, including without limitation, negligence or breach of contract. I acknowledge this agreement is binding upon myself, my heirs, executors, administrators and representatives.

Volunteer Initials: _____



**VOLUNTEER REGISTRATION AGREEMENT
AND WAIVER OF LIABILITY**

Acknowledgement

By signing this Agreement, I acknowledge that I have read, understand and comply with the contents of the Agreement.

Signed this _____ day of _____, 20_____, at _____.

Signature of Volunteer:	Signature of Witness (over 18), or Guardian (if under 18):
Print Name:	Print name:

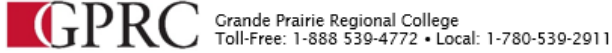
FOIP: The personal information requested on this form is collected and protected under the Alberta Freedom of Information and Protection of Privacy Policy (FOIP) Act, and will only be used for the purpose of administering this activity and / or to communicate with the emergency contact in case the volunteer is injured or ill.

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Appendix 2 – Volunteer Sign In/Time Sheet*

*Volunteer Sign In/Time Sheet can be found on the GPRC SharePoint site under Health and Safety Programs & Forms > FORMS – SAFETY > Volunteer Agreement and Time Sheet



Fairview Campus: Toll-Free: 1-888-539-4772 • Local: 1-780-835-6600
Also: Hinton • Edson • Grande Cache • Iasder

VOLUNTEER SIGN IN/TIME SHEET

Print Name (first and last):				Date:				
Mailing Address:			City:		Apt. #	Province:		Postal Code:
Home Telephone:			Cell Phone:			Email Address:		
Emergency contact person and phone number:								
Volunteer student: <input type="checkbox"/>		Volunteer public sector: <input type="checkbox"/>		Volunteer GPRC employee: <input type="checkbox"/>		Volunteer other: <input type="checkbox"/>		
Name of event or activity that you are volunteering for:					Describe your duties as a volunteer:			

INSTRUCTIONS: Please write down your volunteer hours for each day. Add up hours for days worked for total hours for the week. Repeat for additional weeks. Ask your supervisor for additional time sheets as needed. Please make sure to sign and date the time sheet. Make a copy for your records. Turn in the original to the supervisor in charge. We ask that all volunteers adhere to our safety policies and procedures while on campus or off campus and engaged in college events. If you do not know please ask the supervisor or call the Enterprise Risk Management Unit for advice: 780-539-2925. Injuries / accidents while volunteering shall be reported to the supervisor. Fill out, sign the GPRC Incident / Accident Report and any other report that may be required.

TIME SHEET

	Date: From: _____ / _____ / _____ To: _____ / _____ / _____							Add up hours for days worked = TOTAL for the week.
1	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	VOLUNTEER HOURS
	Hrs. worked	Hrs. worked	Hrs. worked	Hrs. worked	Hrs. worked	Hrs. worked	Hrs. worked	
2	Date: From: _____ / _____ / _____ To: _____ / _____ / _____							Add up hours for days worked = TOTAL for the week.
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	VOLUNTEER HOURS
	Hrs. worked	Hrs. worked	Hrs. worked	Hrs. worked	Hrs. worked	Hrs. worked	Hrs. worked	
3	Date: From: _____ / _____ / _____ To: _____ / _____ / _____							Add up hours for days worked = TOTAL for the week.
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	VOLUNTEER HOURS
	Hrs. worked	Hrs. worked	Hrs. worked	Hrs. worked	Hrs. worked	Hrs. worked	Hrs. worked	
4	Date: From: _____ / _____ / _____ To: _____ / _____ / _____							Add up hours for days worked = TOTAL for the week.
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	VOLUNTEER HOURS
	Hrs. worked	Hrs. worked	Hrs. worked	Hrs. worked	Hrs. worked	Hrs. worked	Hrs. worked	
Supervisor Signature:				Volunteer Signature:				GRAND TOTAL: