



## **Finger Lakes Library System** **Volunteer Policy**

### **A Volunteer is...**

Anyone who, without compensation or expectation of compensation beyond reimbursement, performs a task at the direction of and on behalf of the Finger Lakes Library System.

Volunteers at the Finger Lakes Library System must be at least 18 years old. The department manager will make every effort to assign the volunteer an assignment that aligns with the applicant's interests and qualifications.

Volunteers are not replacements for bargaining unit employees. Trained volunteers may assist employees in a team effort but cannot be assigned permanent tasks belonging to bargaining unit employees. Department heads may, in their discretion, assign volunteers to perform these tasks on an ad-hoc basis according to the needs of the department and the qualifications and abilities of a particular volunteer.

Volunteers should be able to push and pull library book trucks weighing between 50-100 pounds and bend and stretch to reach high and low shelves. Ability to lift items weighing between 10-20 pounds.

### **Qualifications and Selection**

Potential volunteers are required to submit a volunteer application and may be subject to an interview process. Chosen volunteers may be required to complete an orientation session before working.

### **Scheduling**

At the discretion of the volunteer, in cooperation with the department manager.

### **Volunteer Log**

All volunteers must sign in and out before and after their shift. The Finger Lakes Library System will keep records of active volunteers for a period of 5 years. Students looking for letters of recommendation or documentation of hours worked should inquire immediately ending their appointment.

### **Other Requirements**

Volunteers must agree to follow all guidelines and procedures in this policy, including dress code and code of conduct. Volunteers must have their own reliable transportation to and from the Finger Lakes Library System.

### **Dismissal and or Disciplinary action**

All volunteer opportunities with the Finger Lakes Library System are based on mutual consent. Both the volunteer and the library staff have the right to terminate the position at will, with or without cause, at any time.

### **Confidentiality**

All volunteers must maintain the confidentiality of information they may have access to while at FLLS.

**Attendance Requirements/Absenteeism**

Volunteers are expected to work the hours agreed upon when assigned by their supervisor.

If a volunteer cannot fulfill the commitment to the assigned shift or task, notification should be given to their supervisor, preferably 24 hours in advance. In the case of emergency, notice should be given as soon as possible.

Although this position is unpaid, attendance and punctuality are vital to our daily operation.

Volunteers who do not report for three consecutive scheduled days, without notifying their supervisor, will be considered to have resigned voluntarily.

If the volunteer would like to re-adjust their scheduled hours, they will have to meet with their department manager to work out new shifts, if they are available.

**Illness**

Volunteers should stay home and rest if they feel ill, have an infectious or contagious illness, or are running a fever. Notice should be given as soon as possible or within the first hour of the workday.

**Weather and Unplanned Closings**

Should the Finger Lakes Library System close for weather or unforeseen circumstances, volunteers will be notified via their department supervisor. Volunteers should not attempt travel should travel conditions prove dangerous.

**Staff Work Space**

Volunteers will be offered a safe place to store their personal belongings if they wish to bring them in during their shift. Finger Lakes Library System accepts no responsibility for loss of personal items.

**Personal Appearance**

All volunteers are expected to present a clean, neat, and appropriate appearance during their scheduled shifts. Body hygiene should conform to accepted usage.

**Cell Phone**

Volunteers should silence their cell phone and refrain from making or receiving phone calls or texting while signed in.

**Tobacco Products**

The Finger Lakes Library System is a tobacco free campus. Volunteers who choose to use tobacco products may do so only in their own personal vehicles.

**Review of Policy**

The FLLS Board of Trustees will review this policy annually.

*Policy approved by the Finger Lakes Library System Board of Trustees March 16, 2016*

*The Finger Lake Library System Board of Trustees reserves the right to amend this policy with no prior notice.*