

Approved:

Effective: June 4, 2015
Office: Human Resources
Topic No.: 250-000-061-a


Department of Transportation

VOLUNTEER PROGRAM

PURPOSE:

The purpose of this procedure is to provide guidance to Florida Department of Transportation (Department) employees regarding the Department's Volunteer Program.

AUTHORITY:

Sections 20.23(3)(a) and 334.048(3), Florida Statutes (F.S.)

SCOPE:

Department offices participating in the Volunteer Program and actively recruiting volunteers to work in their respective program areas.

REFERENCES

Section 110.501, 110.502, 110.503, and 110.504, F.S.; Chapter 440, F.S.

OBJECTIVES:

The purpose of the Volunteer Program is to enhance the delivery of quality services by promoting community involvement in the Department of Transportation, while providing volunteers with a chance to contribute their valuable time and talents.

DEFINITIONS:

Volunteer – any person who, of his or her own free will, provides goods or services to the Department with no monetary or material compensation.

1. VOLUNTEER PROGRAM REQUIREMENTS

- Volunteers shall be at least 16 years of age.
- Volunteers are expected to comply with all Department rules, policies, and procedures.
- Volunteers are covered by workers' compensation and state liability protection.
- Volunteers that provide service on an on-going or continuous basis shall be issued a Department ID badge that displays the designation "Volunteer" and the volunteer's name and photo. Volunteers who provide a one-time or occasional service shall receive a visitor's badge.
- Volunteers who have a business need to use Department computers must adhere to the guidelines established in ***Security and Use of Information Technology Resources, Procedure No. 001-325-060.***
- Supervisors of volunteers shall ensure that volunteers are accomplishing the needs of the unit to which they are assigned.
- The Department will provide recognition of volunteers who have offered continuous and outstanding service to state-administered programs.
- To avoid conflict with ***Fair Labor Standards Act*** requirements, Department employees shall not volunteer to perform duties and responsibilities that are similar to the duties of their primary employment.

2. VOLUNTEER APPOINTMENT

Prior to the volunteer's first day of services, a completed ***Volunteer Application, Form No. 250-000-28***, must be submitted to the Human Resources Office for record keeping.

The Human Resources Office will notify leadership of all new Volunteer Appointments.

Supervisors must complete an automated request to the Office of Information Systems (OIS) for volunteers who require access to Department computers. Supervisors must arrange for the volunteer to complete the Computer Security Awareness for New Employees Computer-Based Training (CBT) and Quiz.

3. VOLUNTEER RECOGNITION

Cost Center Managers are authorized to incur expenditures not to exceed \$100 plus applicable taxes per volunteer for suitable framed certificates, plaques, or other tokens or recognition to honor and reward volunteers for their service.

4. VOLUNTEER PROGRAM SURVEY

The volunteer will complete a program survey at the conclusion of the volunteer's service to the Department.

5. VOLUNTEER TERMINATION

Volunteer services may be unilaterally terminated by the volunteer or the Department, or may end at an agreed upon date. Upon termination of a volunteer, the supervisor shall notify the Human Resources Office in writing so such notice can be maintained with the **Application**. If the volunteer has access to a Department computer, the supervisor shall ensure computer access is terminated.

4. TRAINING

No training is required by this procedure.

5. FORMS

The following form required by this procedure is available from the Department's Forms Library:

- Form No. 250-000-28, Florida Department of Transportation Volunteer Application