

VOLUNTEERS

Volunteers are a valued part of SEOLS's efforts to provide a wide range of library services. A clear understanding of their role, functions, obligations, and rights is necessary.

NOT EMPLOYEES - Volunteers are not SEOLS employees. They are not subject to SEOLS's personnel policies and are not entitled to employee benefits. They are required to comply with SEOLS's operating policies. The Executive Director may ban a volunteer from service at any time and for any reason, especially for violation of SEOLS policies or inappropriate conduct.

EMPLOYEES AS VOLUNTEERS – SEOLS does not allow employees to volunteer their time to SEOLS. The Fair Labor Standards Act does not permit employees of public agencies to do as volunteered work the work they are normally paid to do. Time spent by non-exempt employees on their regular job must be properly recorded and paid for.

WORK BY MUTUAL AGREEMENT - Volunteer library work requires the mutual consent and agreement of the volunteer and the library manager about the work to be done. This includes the specific tasks and the locations, times, performance standards, and any other obligations.

BACKGROUND CHECK - A background check for criminal records, sexual offenses, and any child-related offenses shall be conducted for every SEOLS volunteer above the age of 17. Background checks for volunteers must be completed every two years. Program presenters are considered volunteers and must pass a background check before assisting with or presenting any library program

ORIENTATION & TRAINING - All volunteers shall receive an orientation to the library and the Southeast Oklahoma Library System, including a copy of this policy. They shall receive on-the-job training for the work they will be doing, under supervision of the library staff, until both they and the library manager are satisfied that they are adequately trained.

KINDS OF WORK - A variety of library work may be done by volunteers, such as assisting with or putting on public programs, delivering and otherwise extending services outside the library, doing special projects that the staff would not have time for, and doing library routines including keeping circulation areas clean, or shelving materials. Staff are encouraged and expected to be open, flexible and creative in making the best possible use of volunteers' time and talents. However, the responsibility for basic library services and functions, including circulation, and children's services is reserved to the library manager and staff. Volunteers may assist extensively in these areas, but will not be in charge of or without staff supervision in them. Volunteers will not be permitted to drive any SEOLS-owned motor vehicle.

ATTENDANCE & PUNCTUALITY - When a volunteer's library work involves specific assigned times, the staff will be depending on the volunteer's presence and promptness. The earliest possible

SEOLS Operating Policies

notice is needed of schedule changes, absences, and tardiness. Staff shall not transport volunteers.

APPEARANCE – Volunteers are expected to report to work clean, with no visible rips or tears in clothing or offensive slogans or imagery. Clothing should be appropriate for the work being done.

USE OF MINORS AS VOLUNTEERS

SEOLS managers may approve the use of minors age 12-17 as volunteers without background checks, though the minor must complete and pass a background check upon turning 18 in order to continue volunteering. SEOLS shall not knowingly use minors as volunteers during regular school hours. Minor volunteers may assist with but not lead programs for small children. No SEOLS employee or adult volunteer is allowed to meet privately with a minor volunteer.

LIBRARIES NOT OPEN WITHOUT STAFF - At no time will a SEOLS library be open to the public without at least one staff member present.

RECORDING VOLUNTEER HOURS - To assist the Board and Administration in seeing the great contributions of volunteers, and as an aid to giving proper recognition, the staff are to see that a simple record is kept of each volunteer's hours worked.

App. 5/28/85; rev. 9/14/93, 6/8/10, 11/16/21