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## Western Plains Library System

### Volunteer Policy

WPLS values the contribution of volunteers and acknowledges their efforts to help the System meet its Strategic Goals. Volunteers are essential to what WPLS can accomplish.

Volunteers are recognized by the public as representatives of the System, and thus shall be guided by the conduct rules contained in the *Handbook of Personnel Policies*. Volunteers are also bound by all of other rules contained in the System's policies, especially those that relate to customer privacy and confidentiality.

For all activities related to recruitment and retention of volunteers, WPLS does not discriminate on the basis race, color, religion, sex, national origin, age, disability or genetic information

#### Volunteer Requirements

1. Volunteers must be 13 years of age or above.
2. All volunteers who work directly with minors will be subject to a criminal background check and reference checks.
3. Volunteers will be accepted for a 30-day trial period to allow for reference checks, orientation and training. After 30 days the volunteer and volunteer supervisor will meet to evaluate the volunteer's performance and satisfaction with their assignment.
4. The supervising manager will assign meaningful duties that require responsibility and accountability appropriate for the volunteer's age, skill and education.
5. The supervising manager will provide branch orientation, training and on-going supervision of the volunteer, and evaluate volunteer performance.
6. Volunteers will not be transported in, nor operate, WPLS vehicles.

Western Plains Library System abides by the Fair Labor Standards Act (FLSA). FLSA restricts public employees (WPLS employees) from volunteering his/her time to WPLS. To volunteer legally at Western Plains Library System, a current employee must perform a service that is distinctly different from his or her ordinary employment activities. The WPLS Executive Director will make all determinations concerning FLSA requirements and staff volunteers.