



REGIONAL PARK AND OPEN SPACE DISTRICT

Policy and Procedure Manual



Policy 4.9

Volunteer Separation

I. POLICY

It shall be the policy of the District to obtain written resignation and to provide written end of assignment letters for volunteers released from the District. It is important to understand that all volunteers are identified as “at-will,” which means the District or the volunteer can immediately terminate the relationship at any time with or without any advance warning and with no subsequent liability. An exit interview will be offered to all volunteers ending service with the District.

II. PURPOSE

To provide a consistent end of volunteer service process for resignations and volunteer releases.

III. PROCEDURE

Volunteers who leave the District, regardless of the reason, are encouraged to participate in an exit interview. The volunteer or the supervisor may arrange an exit interview appointment with the direct supervisor, manager, Volunteer Services Program Manager (VSPM), or designated representative. This interview allows the volunteer to communicate their views on their work with the District and the position requirements, operations, and training needs.

A. Volunteer’s Responsibilities:

1. If the end of the service is due to resignation, the volunteer will provide a written or verbal notice to their supervisor or VSPM. A written resignation delivered by hand or via email is preferred.
2. Volunteers will complete an exit interview form. The exit interview form is to be returned to the supervisor or Volunteer Services Program Manager.
3. All County/District property in the volunteer’s possession is to be returned by the last day of service. If that is not possible, it is the volunteer’s responsibility to make arrangements with the direct supervisor or VSPM



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to turn in District property in a timely manner. Items that may have been issued include, but are not limited to:

- a. County ID Badge
- b. Keys
- c. Uniforms

B. Supervisor's Responsibility:

1. If resignation is notified in writing, supervisors will forward original letter or email to the VSPM. If notified verbally, supervisor will send email to the VSPM as documentation.
2. If the District chooses to end a volunteer's assignment, the supervisor must contact the VSPM to discuss and coordinate the release prior to notifying the volunteer.
3. The supervisor or VSPM will provide volunteers with exit interviews and inform them to turn them in to the supervisor or VSPM.
4. Supervisor or VSPM will collect all "issued items" from volunteer on the last day and return items to proper location. Supervisor is to send documentation of returned items to VSPM.

C. Volunteer Services Responsibilities:

1. If a release letter is requested by the supervisor, the VSPM will provide the supervisor with a letter containing required signatures for issue to the volunteer.
2. Process end of assignment paperwork.
3. Transition volunteer from active to released status in database and monthly HR report.
4. Cancel any training classes.
5. Stamp form 30 Drivers Authorization Form and send to Safety Office
6. Send *No Longer Interested* form to Department of Justice to remove from live scan monitoring.
7. If the exit interview has not been received or completed, Volunteer Services will contact volunteer to identify interest in interview. If volunteer states they do not want to participate, no more monitoring will be done. If



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they would like to participate, VSPM will schedule and perform exit interview.

8. When exit interview is received, it will be forwarded to the appropriate chief for review.
9. Once reviewed, VSPM will send exit interview to Chief – Business Operations for final sign-off.
10. Place original exit interview in the volunteer file.
11. Move physical volunteer file to “Released” secured file cabinet.

RivCo Parks Policy 4.9

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