

Organizational Policy

Volunteer(s)

Purpose

The City of Rochester recognizes the vital role volunteers play to enhance City services, programs, and community outreach. This policy provides a consistent and structured approach to how volunteers are selected, managed, and supported in alignment with the City's mission to deliver high-quality services to all residents.

Nothing stated in this policy creates an employment contract between the City of Rochester and its volunteers.

Definition of a Volunteer

A **volunteer** is an individual who freely offers time and services to the City of Rochester without expectation or receipt of compensation, benefits or future employment. Compensation includes payment, mileage reimbursement, gifts, or benefits in lieu of payment.

Scope

This policy applies to all individuals serving in an unpaid volunteer capacity for the benefit of the City of Rochester. This includes volunteers, administrative helpers, park stewards, and other approved volunteer roles. Consult with HR regarding approved volunteer roles.

Other City of Rochester Departments may have other volunteer processes. However, these departmental processes must not conflict with this policy.

Eligibility

Volunteers must:

- Be at least 18 years of age (or at least 13 years old with parental consent).
- Submit a Volunteer Application when applicable.
- Pass applicable background checks, including criminal.
- Sign the Volunteer Acknowledgement and Volunteer Policy Forms

Volunteers are **not employees** of the City for any purpose under state or federal law, including wage and hour, unemployment, and workers' compensation laws (in accordance with FLSA regulations).

Volunteers are not eligible for workers' compensation benefits.

Supervision and Training

Each department is responsible for designating staff to manage and supervise volunteers. Volunteers must attend all required training or orientation sessions before performing assigned tasks.

Use of City Vehicles and Equipment

Volunteers are **prohibited from operating City-owned vehicles and equipment**, including passenger cars, trucks, power tools, or emergency vehicles.

Conduct

Volunteers are expected to maintain a respectful and professional demeanor while volunteering for the City of Rochester.

Termination of Service

Volunteer service may be terminated at any time by either the City or the volunteer with or without cause.

Policy Review and Updates

This policy will be reviewed periodically by Human Resources in collaboration with relevant departments to ensure it remains current and effective. Suggested updates or improvements should be submitted to the HR Department.

Policy revisions approved by City Administrator:



Alison Zelms

12/04/2025

Date

Policy History

Current Version: 11/21/2025

Legal/Statutory Authority

Fair Labor Standards Act (FLSA)

29 U.S.C. § 203(e)(4)(A) and 29 C.F.R. §§ 553.101–106

Associated Form(s):

- Volunteer Acknowledgement Form