

POLICY MANUAL  
FOR  
VOLUNTEERS  
AND  
COMMISSIONERS

Village of  
**Romeoville**  
*Where Community Matters*

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## ***Introduction***

The Village of Romeoville's goal is to engage its residents in volunteering to help enrich the community.

This is accomplished by:

- Working with volunteers/commissioners, involving organizations to improve the diversity and quality of volunteer/commissioner placements.
- Providing potential volunteers/commissioners with the means to access volunteer or commissioner opportunities.

The Village of Romeoville is committed to involving volunteers/commissioners directly with the organization to:

- Make sure we are responsive to the needs of our participants.
- Provide diverse skills and perspectives.
- Offer opportunities for participation by people who might otherwise be excluded.

## ***Mission Statement***

The Village, in partnership with our citizens, schools, volunteers/commissioners, and businesses is dedicated to providing a foundation which enhances the quality of life throughout the community. This will be achieved through trust, honesty, integrity and commitment.

## ***Vision Statement***

To be a Village of state and local renown and to be the most service oriented form of friendly government our residents will ever encounter.

## ***Volunteer/Commissioner Services***

As a volunteer/commissioner of the Village of Romeoville you are considered an important part of our team. We appreciate your time, skills and willingness to be here. As part of our team, you will have certain volunteer/commissioner responsibilities and tasks depending on your assignment. You will be responsible for performing your job in a safe and proper manner. To help you do just that, you will be given orientations, training in policies/procedures and certain skills that are applicable to you.

As part of your orientation you will receive various pieces of literature, which may include the following

- Volunteer/Commissioner Manual
- Policies/Procedures such as Confidentiality, Drug and Alcohol, Anti-Harassment and Social Media as needed.
- Safety Manual (s) per department and program, as needed.

If you have any questions, please do not hesitate to reach out to your Volunteer/Commissioner Coordinator.

## ***Guidelines for all Program Volunteers/Commissioners***

- All volunteers/commissioners are required to read this Volunteer/Commissioner Manual and sign the acknowledgment form
- At all times, please conduct yourself in a professional manner
- Know your duties and stay on task
- Cooperate with staff and your fellow volunteers/commissioners, and maintain a team attitude

- Voice your opinions and contribute suggestions to improve the work you are a volunteer/commissioner for
- Treat all volunteers/commissioners, staff and residents with respect
- May be required to sign department-specific waivers
- Minors must have waiver signed by parent or guardian
- Volunteers/commissioners over 18 will be expected to go through a criminal background check prior to becoming a volunteer

### ***Volunteer/Commissioner Responsibilities***

- Volunteer/commissioner for the benefit of the community and the Village
- Be convinced that you believe in the value of your services
- Be loyal and do not criticize what you do not understand...there may be a good reason. Accept the rules and guidelines
- Ask about things that you do not understand
- Be willing to learn, training is essential to any job well done
- Be dependable; do what you have agreed to do. Do not make promises you cannot keep
- Find a place on the volunteer/commissioner “team”. We are all working towards the same goals
- Keep in mind everyone’s safety and report any incidents that may occur

### ***The benefits of being a Volunteer/Commissioner***

The benefits of volunteering are endless! We want to be able to give you, the volunteer/commissioner, a rewarding experience while working with our community. More specific benefits include:

- Full and meaningful life
- Balance between work and play
- Quality of Life
- Personal development and growth
- Self-Esteem and self-reliance
- Sense of accomplishment
- Creativity and adaptability
- Problem Solving and decision making
- Physical Health and maintenance
- Psychological well being
- Personal appreciation and satisfaction

## ***Definition of “Volunteer/Commissioner”***

A “volunteer/commissioner” is anyone, without compensation or expectation of compensation beyond reimbursement, who performs a task at the direction of and on behalf of the Village. A “volunteer/commissioner” must be officially accepted and enrolled by the Village prior to performance of the task by filling out a Volunteer/Commissioner application. Unless specifically stated, volunteers/commissioners shall not be considered as “Volunteers/commissioners” of the Village or expect future employment at the Village.

## ***VOLUNTEER/COMMISSIONER EXPECTATIONS***

### ***Background Check***

A Criminal Background Check Form is required to be completed by all perspective volunteers/commissioners. The form will only be submitted for reference if the volunteer/commissioner has the potential of working with children unsupervised by a full or part-time Village staff member, including Athletic Coaches.

### ***Dress Code***

We ask that you dress appropriately for the type of work you will be involved in. In some situations, the Village will supply T-shirts advertising the event; we ask that you wear that shirt during the event. We ask that you do not wear clothing with profanity or offensive sayings on them.

Clothing must be free of tears, fraying, holes and stains. You should not wear beachwear, halter tops, distracting, offensive or revealing clothes. Department will notify you of the dress code prior to volunteering or being appointed commissioner.

### ***Cell Phone Usage***

Personal cell phone usage is limited to break times and emergencies only. We ask that all Volunteers/commissioners be engaged with their task and not become distracted by their phones.

### ***Smoking***

Smoking is prohibited within a minimum distance of 15 feet from entrances, exits, windows that open, and ventilation intakes that serve an enclosed area where smoking is prohibited under the *Smoke Free Illinois Act* to ensure that tobacco smoke does not enter the area through entrances, exits, open windows, or other means. The *Smoke Free Illinois Act* also includes no smoking in all government owned vehicles and facilities.

### ***Drugs and Alcohol***

Volunteers/commissioners are expected and required to report to duties on time and in an appropriate mental and physical condition for their assigned tasks. To do so, volunteers/commissioners must not have any alcohol or illegal drugs in their system. Any volunteers/commissioners who are using prescription drugs that may have adverse side effects should inform their supervisor or Volunteer/Commissioner Coordinator as soon as possible with details regarding this matter.

### ***Dealing with the Media***

Some programs and events are covered by the media. We ask that if you are approached by the media for an opinion or comment, to refer them to the Supervisor of the event or program. This most likely would be to the Event Coordinator.

### ***Safety Reminders***

The Village of Romeoville is committed to providing a safe environment for our participants and safe working conditions for our staff and volunteers/commissioners. Safety is everyone’s responsibility and each of us should set an example for others to follow. Whichever department is in charge of the volunteers/commissioners will be expected to educate their volunteers/commissioners on all safety policies and procedures for their respective location; including information on if an accident/incident occurs, emergency exits, evacuation, severe weather procedures and locations of first aid kits. If an emergency occurs, volunteers/commissioners should contact their Volunteer/Commissioner Coordinator in charge and give complete information so an accident/incident report can be filled out.

**Remember, you help to create the healthful, pleasant and safe volunteer/commissioner conditions that the Village intends for you. We need your help in making each volunteer/commissioner experience enjoyable and rewarding.**

## ***Volunteer/Commissioner Job Description***

### ***Responsibilities***

Volunteers/commissioners assist full-time staff, part-time staff, and other volunteers/commissioners in the implementation of programs, special events, maintenance and/or clerical services.

### ***Supervision***

Volunteers/commissioners will report to a specific Supervisor and/or Employee overseeing the duties in which they are assigned.

### ***Qualifications***

Volunteers/commissioners must be at least 14 years of age unless otherwise stated for specific job. Individuals under the age of 18 must have a signed parent consent/waiver form. Individuals must be able to work well with participants and staff and are required to attend any scheduled volunteer/commissioner training sessions and/or orientations.

### ***Duties and Responsibilities***

Volunteers/Commissioners are asked to:

- Arrive at the volunteer/commissioner site at least 15 minutes prior to the start of the program or special event, unless otherwise noted, and stay until the assignment/shift is completed
- Notify their supervisor or Volunteer/Commissioner Coordinator as soon as possible if they are unable to fulfill their volunteer/commissioner obligation and if they will be absent
- Have a positive and enthusiastic attitude while assisting other volunteers/commissioners or Village volunteers/commissioners in the implementation of activities
- Ensure the safety of all participants and other volunteers/commissioners
- Assist in keeping supplies and equipment in order
- Report all accidents or incidents to their supervisor or Volunteer/Commissioner Coordinator as soon as possible
- Respect the rights of the participant's and other volunteer/commissioner's confidentiality. Do not discuss publicly any situations or personal characteristics of participants or other volunteers/commissioners
- Display professional behavior at all times while representing the Village
- Complete other duties as assigned

### ***Dealing with the Public in Difficult Situations***

While volunteers/commissioners are on duty, they serve as representatives of the Village. The points listed below provide a "common sense" approach to behavior when in difficult situations.

- Be a good listener
- Be understanding and sympathetic
- Be calm and attentive; avoid getting into any verbal or physical arguments
- Treat people the way you would like to be treated
- Gather as much information as possible so the situation can be reported accurately
- Avoid making promises
- Attempt to handle each situation in an upbeat and positive manner

## ***COMMISSIONERS***

Commissioners are appointed by the Mayor and are appointed for a one- year term. The Village of Romeoville has a variety of different Commissions.

As a commissioner of the Village of Romeoville, you are considered an important part of our team. We appreciate your time, skills and willingness to be here. As part of our team, you will have certain responsibilities as a commissioner.

As part of your orientation you will receive various pieces of literature, which may include the following:

- Volunteer/Commissioner Manual
- Policies/Procedures such as Confidentiality, Drug and Alcohol, Anti- Harassment, and Social Media as needed.

If you have any questions, please do not hesitate to call Human Resources.

### ***Guidelines for all Commissioners***

- All commissioners are required to read the Volunteer/Commissioner Manual and sign the acknowledgment form.
- At all times, conduct yourself in a professional manner
- Know your duties and responsibilities
- Cooperate with staff and your fellow commissioners

### ***Dress Code***

Choose business casual clothing that communicates professionalism.

Casual business attire means clothing that allows commissioners to be comfortable, yet appropriate for meetings, open houses, conferences, training and any other events where you would be representing the Village of Romeoville. Casual business attire includes but is not limited to: trousers, dress slacks, khakis, Dockers, dresses and skirts no higher than two inches above the knee, sweaters, open collar shirts, polo shirts, blouses and suits. Clothing must be properly cleaned and ironed and should be free of tears, holes and stains.

You should **not wear** any spandex, leggings, tank tops, form fitting, work out attire or revealing clothes to any event. These items do not convey a professional appearance.

## **APPENDIX/POLICIES**

### ***Confidentiality Policy***

Being a volunteer/commissioner for the Village of Romeoville may give you access to confidential information relating to future development, financial data, and other sensitive material. It is imperative this information be safeguarded. Volunteers/commissioners with the Village assumes an obligation to maintain confidentiality, even after the volunteer/commissioner stops being a volunteer/commissioner for the village.

No one is permitted to remove or make copies of any Village records, reports or documents without prior approval.

Because of its seriousness, disclosure of confidential information may lead to the volunteer/commissioner being dismissed and not allow to volunteer at any Village events.

The use of confidential information for personal gain may lead to legal action.

### ***Drug and Alcohol Policy***

The Village recognizes that alcohol and drug abuse have become serious problems across America. It is therefore the goal of the Village to establish and maintain a safe and healthy place for volunteers/commissioners, free from drug and alcohol abuse, and to protect the safety of the public.

It is the policy of the Village that all Village property sites be maintained as drug and alcohol free.



## ***Anti-Harassment Policy***

### **A. Statement of Policy**

It is the Village of Romeoville's policy that it will not tolerate or condone discrimination or harassment on the basis of race, color, religion, sex, gender, sexual orientation, genetic information, national origin, age, physical or mental disability, ancestry, marital status, military status, arrest record, unfavorable discharge from military service, order of protection status, or any other classification prohibited under federal or state law. The Village of Romeoville will neither tolerate nor condone discrimination or harassment by volunteers/commissioners, managers, supervisors, elected officials, co-workers, or non-volunteers/commissioners with whom Village of Romeoville has a business, service or professional relationship. Retaliation against a volunteer/commissioner who complains about or reports any act of discrimination or harassment in violation of this policy is prohibited. Retaliation against any volunteer/commissioner who participates in an investigation pursuant to this policy is likewise prohibited. The Village of Romeoville is committed to ensuring and providing a place free of discrimination, harassment, and retaliation. The Village of Romeoville will take action against a volunteer/commissioner who violates this policy.

As set forth above, sexual harassment is prohibited. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, or any other visual, verbal or physical conduct of a sexual nature when:

Sexual harassment can occur in a variety of circumstances, including but not limited to the following:

- The volunteer/commissioner as well as the harasser may be a woman or a man. They do not have to be of the opposite sex.
- The harasser can be the volunteer/commissioner, a co-volunteer/commissioner, or a non-volunteer/commissioner or any other agent.
- The volunteer/commissioner does not have to be the person harassed but could be anyone affected by the offensive conduct.
- The harasser's conduct must be unwelcome.

Each volunteer/commissioner must exercise his or her own good judgment to avoid engaging in conduct that may be perceived by others as sexual harassment or harassment based on any status protected by law. The following are illustrations of actions that the country deems inappropriate and in violation of our policy:

1. Unwanted sexual advances.
2. Making or threatening retaliation after a negative response to a sexual advance or after a volunteer/commissioner has made or threatened to make a harassment complaint.
3. Visual conduct such as leering, making sexual gestures, displaying sexually suggestive objects or pictures, cartoons, calendars or posters.
4. Verbal conduct such as making or using derogatory comments, epithets, slurs, sexually explicit jokes, derogatory or suggestive comments about a person's body or dress.
5. Written or electronic communications of a sexual nature or containing statements or images which may be offensive to individuals in a particular protected group, such as racial or ethnic stereotypes regarding disabled individuals.
6. Physical conduct such as unwanted touching, assaulting, impeding or blocking movements.

### **B. Responsibilities**

- **Supervisors**

Each supervisor shall be responsible for ensuring compliance with this policy, including the following:

1. Monitoring the workplace environment for signs of discrimination and harassment;
2. Stopping any observed acts of discrimination or harassment and taking appropriate steps to intervene, whether or not the involved volunteers/commissioners are within his/her line of supervision.
3. Reporting any complaint of harassment or discrimination to the Human Resources Manager; and
4. Taking immediate action to limit the work contact between the individuals when there has been a complaint of discrimination or harassment, pending investigation.

- **Volunteer/Commissioner**

Each volunteer/commissioner is responsible for assisting in the prevention of discrimination and harassment through the following acts:

1. Refrain from participation in, or encouragement of, actions that could be perceived as discrimination or harassment.
2. Reporting any violations of this policy to a supervisor and law enforcement (if appropriate under the circumstances); and
3. Encouraging any volunteer/commissioner who confides that he/she is the victim of conduct in violation of this policy to report these acts to a supervisor.

Failure to take action to stop known discrimination or harassment may be grounds for dismissal from the commission and excluded from being a volunteer/commissioner for Village of Romeoville events.

There is a clear line in most cases between a mutual attraction and a consensual exchange and unwelcome behavior or pressure for an intimate relationship. A friendly interaction between two persons who are receptive to one another is not considered unwelcome or harassment. Volunteers/commissioners are free to form social relationships of their own choosing. However, when one volunteer/commissioner is pursuing or forcing a relationship upon another who does not like or want it, regardless of friendly intentions, the behavior is unwelcome sexual behavior. A volunteer/commissioner confronted with these actions by a co-volunteer/commissioner should inform the harasser that such behavior is offensive and tell the harasser to stop. You should assume that sexual comments are unwelcome unless you have clear unequivocal indications to the contrary. In other words, another person does not have to tell you to stop for your conduct to be harassment and unwelcome. Sexual communications and sexual contact with a minor are ALWAYS prohibited.

If you are advised by another employee that your behavior is offensive, you must immediately stop the behavior, regardless of whether you agree with the person's perceptions of your intentions.

The Village of Romeoville does not consider conduct in violation of this policy to be within the course and scope of employment and does not sanction such conduct on the part of any volunteer/commissioner, including supervisory and management volunteers/commissioners.

### **C. Applicable Procedures**

The Village of Romeoville takes allegations of discrimination and harassment very seriously. It will actively investigate all complaints.

It is helpful for the employee/volunteer/commissioner to directly inform the offending individual that the conduct is unwelcome and must stop. The employee should use the Village of Romeoville's complaint procedure to advise the Village of Romeoville of any perceived violation of this policy.

- **Bringing a Complaint**

Any volunteer/commissioner of the Village of Romeoville, who believes that there has been a violation of this policy, may bring the matter to the attention of the Village of Romeoville in one of the following ways:

1. Advising his or her supervisor; or
2. Advising the offending volunteer/commissioner's supervisor, the Human Resources Manager or the Village Manager in the event that the alleged harasser is the Human Resources Manager.

If the complaint involves someone in the volunteer/commissioner's direct line of command, then the volunteer/commissioner should go directly to the Human Resources Manager.

The complaint should be presented as promptly as possible after the alleged violation of this policy occurs.

- **Resolution of a Complaint**

Promptly after a complaint is submitted, the Village of Romeoville will undertake such investigation, corrective and preventative actions as are appropriate. In general, the procedure in resolving any complaints can (but will not necessarily) include any of the following items:

1. A meeting between the volunteer/commissioner making the complaint and an individual designated by the Village of Romeoville to investigate such complaints. Important data to be provided by the complaining employee includes the following:
  - a. A description of the specific offensive conduct;
  - b. Identification of all person(s) who engaged in the conduct;
  - c. The location where the conduct occurred;
  - d. The time when the conduct occurred;
  - e. Whether there were any witnesses to the conduct;
  - f. Whether conduct of a similar nature has occurred on prior occasions;
  - g. Whether there are any documents which would support the complaining volunteer/commissioner's allegations;
  - h. What impact the conduct had on the complaining volunteer/commissioner.
2. While not required, the Village of Romeoville encourages anyone who makes a complaint under this policy to provide a written statement setting forth the above details and attaching any pertinent records.
3. After a written statement of complaint is submitted by the employee/volunteer/commissioner, the alleged offending individual should be contacted by a designated representative of the Village of Romeoville. The alleged offending individual should be advised of the charges brought against him or her, and may be provided with a copy of the written statement of complaint made by the complaining employee. The alleged offending individual should have an opportunity to fully explain his or her side of the circumstances, and may also submit a written statement, if desired.
4. After the alleged offending individual is interviewed, any witnesses identified by either the complaining volunteer/commissioner or the alleged offending individual may be interviewed separately.
5. Once the investigation is completed, the Village of Romeoville will take such action as is appropriate based upon the information obtained in the investigation. In the event that the Village of Romeoville finds merit in the charges made by the complaining volunteer/commissioner, action will be taken against the offending volunteer/commissioner.
6. Upon completion of the investigation, the Village of Romeoville will advise the complaining volunteer/commissioner of the results of the investigation, including action taken, if any, against the offending individual.

When investigating alleged violations of this policy, the Village of Romeoville looks at the whole record including, but not limited to, the nature of the allegations, the context in which the alleged incidents occurred, and the statements of the parties and witnesses. A determination on the allegations is made from the facts on a case-by case basis.

**D. Non-Retaliation**

Under no circumstances will there be any retaliation against any volunteer/commissioner making a complaint of discrimination or harassment.

Please acknowledge receipt and review of this policy by completing the attached acknowledgement and returning it to Human Resources.

# ACKNOWLEDGEMENT OF RECEIPT AND UNDERSTANDING OF POLICY AGAINST DISCRIMINATION AND HARASSMENT

Effective **3/19/2014** the Village of Romeoville implemented a Policy against Discrimination and Harassment.

**Remember: It is your responsibility to read, understand, and abide by this policy and procedure, if you have any questions or concerns please speak to your supervisor or the Human Resources Manager. Please sign and date this memo to acknowledge that you have received and understand the policy.**

**Please respond to the following questions, circle appropriate answer and initial.**

Have you read, and do you understand this policy? Yes No Initials \_\_\_\_\_

Do you have any questions about this policy? Yes No Initials \_\_\_\_\_

Do you know how to file a complaint should you ever have a problem with discrimination, harassment, or retaliation or if you see inappropriate behaviors at work?

Yes No Initials \_\_\_\_\_

If you ever have a problem or concern regarding discrimination, harassment or retaliation in the workplace, please list who within organization you can address your concerns with:

1) \_\_\_\_\_ 2) \_\_\_\_\_ 3) \_\_\_\_\_  
Initials \_\_\_\_\_

Are you aware of any behaviors going on either in our workplace or outside the workplace that may impact the workplace and that are inconsistent with this policy?

Yes No Initials \_\_\_\_\_

\_\_\_\_\_  
Volunteer/Commissioner Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Please print your name

I certify that the above person has received the Policy against Discrimination and Harassment and that I have reviewed this checklist with him/her.

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

## SOCIAL MEDIA POLICY

### ***Purpose***

The Village of Romeoville recognizes the popularity of internet social media, such as Facebook, Twitter, blogs and wikis. We also recognize the possible value to the individual and our organization of being able to access and share information on such sites. However, volunteer/commissioner's use of social media can compromise confidential and proprietary information, damage the reputations of individuals and organizations, and expose The Village of Romeoville, and volunteers/commissioners as individuals, to liability for damages.

To minimize these risks, avoid declines in employee and volunteer/commissioner productivity and job performance, and ensure that our IT resources and communications systems are used only for legitimate purposes, the Village of Romeoville expects its volunteers/commissioners to adhere to the following guidelines regarding the use of social media.

### ***Compliance with Related Policies and Agreements***

First and foremost, individuals must recognize that they are individually responsible for everything they post or disseminate on social media, and that postings can be and often are viewed and re-circulated much more widely once they appear on a particular site. This can occur very rapidly, with the result that something intended for a limited audience quickly is shared with a much wider, unintended audience. Also, once an item is on the internet, it may live there forever, despite attempts to retract it.

Therefore, social media should never be used in a way that violates any other Village of Romeoville policies or employee or volunteer/commissioner obligations. If your post would violate any of the Village of Romeoville's policies in another forum, it will also be a violation in an on line forum. For example, volunteers/commissioners are prohibited from using social media to:

- Violate the Village of Romeoville's IT resources and communications systems policies.
- Violate the Village of Romeoville's confidentiality and proprietary rights policies.
- Circumvent the Village of Romeoville's ethics and standards of conduct policies.
- Defame or disparage the Village of Romeoville or its affiliates, constituents, clients, vendors or other interested parties.
- Harass other volunteers/commissioners in any way.
- Circumvent policies prohibiting unlawful discrimination against volunteers/commissioners.
- Violate the Village of Romeoville's privacy policies (for example, to access private password protected sites of co-workers or others without permission).
- Violate any other laws or ethical standards.

Volunteers/commissioners who violate the Village of Romeoville's policies in any of these ways may be subject to non-re-appointment or banned as a volunteer. If a volunteer/commissioner violates these policies, their continuous volunteer/commissioner status with the Village will be subject to discussion and a possible end.

Volunteers/commissioners also should refrain from posting recommendations or references for other volunteers/commissioners of the Village of Romeoville on social or professional networking sites, as such references, whether positive or negative, can create or exacerbate potential legal liability for yourself and the Village of Romeoville.

### ***Personal Use of Social Media***

Personal use of social media is never permitted on working time or by means of the Village of Romeoville's computers, networks and other IT resources and communications systems.

### ***No Expectation of Privacy***

Do not use the Village of Romeoville's IT resources and communications systems for any matter that you desire to be kept private or confidential. All contents of the **Village** of Romeoville's IT resources and communications systems are the property of the Village of Romeoville. Therefore, volunteers/commissioners should have no expectation of privacy in any message, files, data, document, facsimile, telephone conversation, social media post, conversation or message, or any other kind of information or communications transmitted to, received or printed from, or stored or recorded on the Village of Romeoville's electronic information and communications systems.

You are expressly advised that in order to prevent misuse, **the Village of Romeoville reserves the right to monitor, intercept and review, without further notice, every commissioner's activities using our IT resources and communications systems, including but not limited to social media postings and activities, and you consent to such monitoring by your acknowledgement of this policy and your use of such resources and systems.** This might include, without limitation, the monitoring, interception, accessing, recording, disclosing, inspecting, reviewing, retrieving and printing of transactions, messages, communications, postings, log-ins, recordings and other uses of the systems as well as keystroke capturing and other network monitoring technologies.

The Village of Romeoville may also store copies of such data or communications for a period of time after they are created, and may delete such copies from time to time without notice.

### ***Guidelines for Volunteers/Commissioners Responsible Use of Social Media***

The above material covers specific rules, policies and contractual obligations that volunteers/commissioners must follow in using social media, whether for personal or business purposes, in consideration of their employment and subject to discipline for violations. The following sections of the policy provide volunteers/commissioners with common-sense guidelines and recommendations for using social media responsibly and safely, in the best interests of the Village of Romeoville. These guidelines reflect the "duty of loyalty" and are intended to add to, not limit or replace, the applicable rules, policies and obligations set forth above.

### ***Protect Village of Romeoville's Goodwill and Reputation***

The Village of Romeoville's policies prohibit volunteers/commissioners from making disparaging or defamatory statements about the Village of Romeoville or its activities. Always strive to be accurate in your communications about the Village of Romeoville and remember that your statements have the potential to result in liability for yourself or the Village of Romeoville. In addition, you should also avoid social media communications that, although innocent in intent, might be misconstrued or misunderstood so as to damage our goodwill and reputation. Protecting the Village of Romeoville's goodwill and reputation is every volunteer/commissioner's responsibility.

Make it clear in your social media postings that you are speaking on your own behalf. Write in the first person and use your personal e-mail address when communicating via social media. If you disclose your affiliation as a volunteer/commissioner of the Village of Romeoville, you should also include a disclaimer that your views do not represent the Village of Romeoville. For example, consider such language as "the views in this posting do not represent the views of the Village of Romeoville." Use good judgment about what you post, however, and remember that anything you say can reflect on the Village of Romeoville even if you include such a disclaimer.

If you are uncertain or concerned about the appropriateness of any statement or posting, refrain from making the communication until you discuss it with your coordinator.

If you see content in social media that disparages or reflects poorly on you or the Village of Romeoville, do not retaliate or take it on yourself to immediately reply. Instead, consult your Coordinator.

***Respect Other's Intellectual Property and Confidential Information***

The Village of Romeoville policies also restrict volunteer/commissioner's use and disclosure of confidential information and intellectual property. Even beyond those mandatory restrictions, however, you must protect proprietary and other confidential information and intellectual property, and refrain from doing anything to jeopardize them, through your use of social media.

To protect yourself and the Village of Romeoville against liability for copyright infringement, include source references for particular information that you post or upload, and cite the sources accurately. If you have any questions about whether a particular post or upload might violate the copyright or trademark or any person or company, ask the Village of Romeoville's Human Resources department before making the communication.

***Respect Your Co-Workers and Colleagues***

Do not post anything that your co-volunteers/commissioners, Village personal, or the Village of Romeoville's affiliates, partners, constituents, clients, vendors, volunteers/commissioners or others might find offensive. Never include ethnic jokes or slurs, sexist or other discriminatory comments, or insults or obscenity in anything you post.



## ACKNOWLEDGEMENT OF RECEIPT AND REVIEW

I have received and read a copy of the Village of Romeoville Social Media Policy and understand its contents. I understand that the Village of Romeoville expressly reserves the right to change, modify or delete provisions of the policy without notice.

Date: \_\_\_\_\_

\_\_\_\_\_

[VOLUNTEER/COMMISSIONER SIGNATURE]

\_\_\_\_\_

[VOLUNTEER/COMMISSIONER NAME]

## VOLUNTEER/COMMISSIONER ACKNOWLEDGMENT

I am in receipt of the Village of Romeoville's Volunteer/Commissioner Manual and Policies/Procedures and understand I should consult with the Volunteer/Commissioner Coordinator or the Human Resources Manager if I have any questions about the policies or procedures contain therein.

I understand that from time to time there may be revisions to the Volunteer/Commissioner Manual and Policy/Procedures. Such revisions will require prior approval of the Village Manager and will be communicated to volunteers/commissioners.

I have entered into my volunteer/commissioner relationship with the Village of Romeoville voluntarily and acknowledge there is no specific length of being a volunteer/commissioner. Accordingly, either Village of Romeoville or I can terminate the relationship at will, with or without cause, at any time.

Furthermore, I acknowledge that this manual is neither a contract of employment or volunteer/commissioner, nor a legal document. Although some or all of the policies and procedures may have been explained to me verbally, I understand that it is my responsibility to fully read and comply with the policies contained in this manual and any revisions made to it.

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Volunteer/Commissioner Signature

Date Signed

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Volunteer/Commissioner Name (print)

# VOLUNTEER/COMMISSIONER EMERGENCY INFORMATION FORM

## CONFIDENTIAL

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_  
Home Phone: (\_\_\_\_) \_\_\_\_\_ Birth Date: \_\_\_\_\_  
Cell Phone: (\_\_\_\_) \_\_\_\_\_ E-mail Address: \_\_\_\_\_

*In case of an emergency, please list two people who may be notified in the event of an emergency or illness.*

Name: \_\_\_\_\_ Home Phone: (\_\_\_\_) \_\_\_\_\_  
Relationship: \_\_\_\_\_ Cell Phone: (\_\_\_\_) \_\_\_\_\_  
Name: \_\_\_\_\_ Home Phone: (\_\_\_\_) \_\_\_\_\_  
Relationship: \_\_\_\_\_ Cell Phone: (\_\_\_\_) \_\_\_\_\_

**Please list any additional information that you feel may be important in the event of a medical emergency or illness. (Allergies of any kind, asthma, diabetes, seizures, etc.)**

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## ***VOLUNTEER/COMMISSIONER TERMS AND CONDITIONS***

Your acceptance of a Volunteer/Commissioner assignment must carry with it your understanding that the assignment is offered pending final clearances and may be terminated at any time with or without cause, or changed at any time by the Village of Romeoville. By accepting a Volunteer/Commissioner assignment, you also agree to the following Terms and Conditions.

1. I understand and agree that the Village of Romeoville is relying on my promise to volunteer/commissioner as scheduled and accordingly, I must be available for my particular assignment as scheduled. I shall attend any on-site training sessions as requested or required by the Village.
2. I understand that as a volunteer/commissioner, I will receive no compensation for my services. Although, I understand that I may be assigned to work together with paid volunteers/commissioners of the Village.
3. While on assignment as a volunteer/commissioner, I shall not engage in religious or political activities, or any unauthorized commercial activity. I shall abide by all other standards of conduct as outlined in policies established by the Village.
4. I hereby confirm that I do not, and shall not, have the authority to incur obligations on behalf, or otherwise bind the Village.
5. I understand that there may be media coverage of certain events at the Village facilities. I agree that I shall not grant radio, television or press interviews, or otherwise initiate or accept media contract relating in any way to the Village. Should my likeness be photographed, taped or otherwise recorded by the Village or media, I irrevocably consent to the reproduction and use of such photography, tapes or other recordings without compensation to me and hereby assign my rights I may have to the Village.
6. I acknowledge that law enforcement agencies and private investigators will perform background checks on volunteers/commissioners. I hereby consent to such inquiries and agree to comply with all security and access policies and practices with the Village. I understand that access credentials are the property of the Village and I will surrender them upon demand.
7. I agree to hold in confidence any information disclosed to me concerning the business activities of the Village, and relating to any confidential or proprietary data, and agree not to divulge such information to any person or persons unless I have received written authorization from the Village. I agree not to remove any documents or materials (whether computer-generated, hard copy, audio or otherwise) from any of the offices or other locations in which the Village conducts business without prior written consent from the Village Manager of the Village. I agree not to use any photographic or recording equipment within any of the offices or other locations in which the Village conducts business, and I expressly agree that any such photographs or records, if made, may be retrieved without notice by the Village and/or enjoined from use by the Village.
8. I hereby assign to the Village all right, title, and interest in and to any work product developed or created by me for the Village in connection with my services as a volunteer/commissioner. I acknowledge that this assignment further extends to any and all profits derived from the sale, use or other application of any such work product or part thereof.
9. I agree that I will not hold the Village, its volunteers/commissioners, agents, sponsors, donors, volunteers/commissioners or Board of Commissioners responsible for any injuries or losses I might incur while performing volunteer/commissioner assignments for the Village. I hereby release and agree to indemnify and hold harmless the Village, its volunteers/commissioners, agents, sponsors, donors, or Board of Commissioners against any and all claims, demands and causes of action for damages brought by me or by any party on my behalf. The release is intended to be binding on my heir and assigns.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **NOTES**