

**BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR COLUMBIA COUNTY, OREGON**

In the Matter of Approving the)
Columbia County Employee)
Volunteer Program)
_____)

ORDER NO. 20-2002

WHEREAS, the County has an interest in promoting good employee relations both internally and with the community and improving employee morale; and

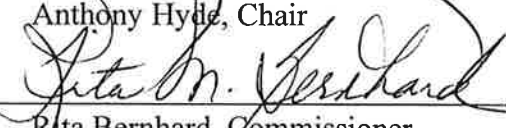
WHEREAS, the County will advance this interest by allowing employees to expend small amounts of time and resources in furthering an employee volunteer program.

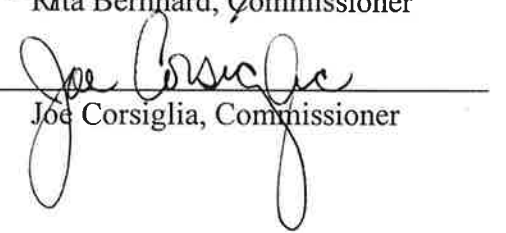
NOW, THEREFORE, IT IS HEREBY ORDERED that the Columbia County Employee Volunteer Program attached as Exhibit A is adopted; and

DATED this 3rd day of April, 2002.

**BOARD OF COUNTY COMMISSIONERS
FOR COLUMBIA COUNTY, OREGON**

By: _____
Anthony Hyde, Chair

By: 
Rita Bernhard, Commissioner

By: 
Joe Corsiglia, Commissioner

Approved as to form

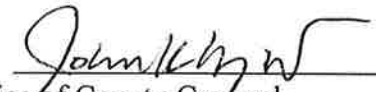
By: 
Office of County Counsel

Exhibit "A"

Columbia County Employee Volunteer Program

The purpose of this Program is to allow every County employee the opportunity to be involved in community projects that benefit residents of Columbia County and inspire unity within the workplace.

The Committee

A Committee consisting of no less than four and no more than ten members will be formed. Each member shall commit to serve at least one year on the Committee. The Committee will elect a Chairperson and a Recording Secretary, each of whom shall serve a one year period. The Chairperson shall lead the meetings and coordinate Committee activities. The Recording Secretary shall record the decisions made during the meetings. The Committee shall meet monthly on the third Tuesday of each month from 8:45 a.m. to 10:00 a.m. Any and all County employees are welcome to attend this meeting. The meeting shall be announced in the County newsletter calendar and by other means.

Current Committee members as of the date of this Order are: Nancy Sullivan (Chair), Debi Miller (Recording Secretary), Kathy MacNeill, Susi Rolf-Tooley, and Gloria Rice.

Any County employee who wishes to serve on the Committee shall first obtain approval of his/her supervisor.

The Program and Sponsored Events

The Program will be open to all Columbia County employees who want to be involved in community volunteer work. The Program will sponsor no less than two events annually.

The Committee will analyze proposed events to sponsor based on the event's ability to serve the County and its applicability to the entire County. The Committee will work with established County service agencies (area Senior Centers, CAT, Food Bank, etc.) to identify possible events and needs. The Committee will focus on events which have a wide base of support and general approval throughout the County.

Types of sponsored events could include a wide variety of events, including but not limited to, competitions among departments for a Food Bank drive or other drive to collect materials for donation, teams participating in local walk-a-thons, providing labor for housing construction projects, providing labor for yard or house work for needy seniors, etc.

Proposed events to sponsor will be determined annually by the Committee and presented, in writing, to the Board of Commissioners for approval. Proposals to sponsor additional events which arise during the year will be presented as needed.

Use of County Resources

Committee members and other employees will be allowed to attend regular Program

meetings during working hours. Committee members will be allowed to utilize a limited, reasonable amount of other County resources to support the Program, such as announcing events or meetings via email and in the County newsletter, communicating internally and externally (throughout the County) via telephone, sending/receiving faxes, making a small number of copies, and using the computer system to draft documents and otherwise communicate sponsored events.

It is not anticipated that the County would provide any actual direct monies to support the Program.

If the Committee desires to propose that County equipment, such as vehicles, lawn mowers, ladders, power equipment, etc., be used for any particular sponsored event, prior approval will be sought from the Board of Commissioners.

Individual Personal Commitment

All actual volunteer events will occur on personal time, except for the small amount of time associated with any drive to collect items for donation (e.g., dropping off cans for a Food Bank drive in a collection bin in the Courthouse). Individuals who commit to volunteer for a sponsored event shall understand that they are volunteering as private individuals and not as County employees. Such time spent as a volunteer is personal time with no relation to the County. No wages will be owed or paid, no County coverage will exist for any injuries received (other than that provided by the employee's health insurance, if any), etc. Any employee who signs up as a volunteer will sign a waiver which details the lack of any County liability in relation to these volunteer activities.