



DIVISION OF DEVELOPMENTAL DISABILITIES
Olympia, Washington

TITLE: EMPLOYEE VOLUNTEER TIME POLICY 8.02

Authority: 29 CFR 785.11, 785.13
Chapters 356-05, 356-14, 356-15 WAC
Fair Labor Standards Act (USC 203(e)(4)(a))
DSHS Administrative Policy 9.04

BACKGROUND

Employees of the Division of Developmental Disabilities (DDD) occasionally request permission to work with clients during off-duty hours.

PURPOSE

This policy defines circumstances under which an employee may provide volunteer time for client-related activity with no compensation. This policy does not apply to employees who work with people outside of employment with DDD.

SCOPE

This policy applies to all Residential Habilitation Centers (RHCs), Field Services, and State Operated Living Alternatives (SOLAs).

POLICY

DDD employees may volunteer their services in areas of client-related activities.

- A. DDD employees may provide volunteer time for such activities during off-duty time. DDD shall authorize volunteer services on behalf of clients only when:
 - 1. It can be determined that any activities on behalf of clients do not constitute a conflict of interest between work-related responsibilities and personal interests;

2. Such DDD employees' services directly benefit clients;
3. Volunteer activities do not fall within the scope of work of the employee's job classification and are not the same or similar to the employee's regular work assignment;
4. The employee's request for permission to do volunteer work occurs without direct or indirect coercion by the employer; and
5. The employee registers as a DSHS volunteer and:
 - a. Completes a volunteer registration card;
 - b. Passes a background check unless he/she has previously done so;
 - c. Signs a statement describing the activities he/she expects to perform;
 - d. Signs a statement of understanding that no compensation will be requested or accepted for the volunteer activity; and
 - e. Maintains a volunteer activity form as required by local procedures.

SUPERSESSION

DDD Policy Directive 350.5
Issued November, 1986

Approved: /s/ Norm Davis
Director, Division of Developmental Disabilities

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