

**SOUTH CAROLINA DEPARTMENT OF NATURAL RESOURCES
DEPARTMENT DIRECTIVE**

DIRECTIVE #: D901

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SUBJECT: Use of Volunteers Within the DNR

Revised July 1, 2004

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STATEMENT OF POLICY

The Department of Natural Resources may, in the course of completing its mission, periodically use volunteers to accomplish specified activities within the Department. Volunteers provide a critical element in the completion of tasks and responsibilities under the Department's jurisdiction. Volunteers may be utilized to gather data, to enhance educational opportunities and/or to increase community involvement in the stewardship and protection of the State's natural resources.

I. Definitions

The use of a volunteer program is authorized by Section 8-25-10, et seq., SC Code Anno. 1976 (1999 cum.supp.) This act provides certain authority to state agencies and departments to administer volunteer programs. The act defines volunteers as follows:

- A. "Volunteer" shall mean any person who, of his own free will, provides goods or services, without any financial gain, to any agency, instrumentality or political subdivision of the state;
- B. "Regular - service volunteer" shall mean any person engaged in specific voluntary service activities on an ongoing or continuous basis.
- C. "Occasional - service volunteer" shall mean any person who provides a one-time or occasional voluntary service.
- D. "Material donor" shall mean any person who, without financial gain, provides funds, materials or opportunities for clients of agencies, departments, or institutions of the state.

II. Use of Volunteers and Development of Programs

Any division or section of the Department may develop volunteer programs, as needed, to assist in programs administered by that division. Any volunteer program must be approved by the Deputy Director of the Division. The Deputy Director will be responsible for apprising the Agency Director concerning the establishment of new volunteer programs.

The volunteer program shall not be used by DNR employees or management as a means of avoiding the requirements of the Fair Labor Standards Act as it relates to overtime.

Volunteers recruited, trained, or accepted by any division shall, to the extent of their voluntary service, be exempt from all provisions of law relating to state employment; hours of work, rate of compensation, leave time, and employee benefits. Volunteers shall comply with applicable work rules and policies. Failure to comply with established work rules and/or policies could result in the termination of the volunteer's services.

The Deputy Law Enforcement Officer (DLEO) Program does not fall under the provisions of this directive.

Members of appointed committees or boards serving in a volunteer capacity do not fall under the provisions of this directive.

The regular service volunteer shall sign a written volunteer agreement form outlining the tasks of the volunteer activity/ program.

Occasional service volunteers, including groups such as Boy Scouts/Girl Scouts will not be required to complete the individual volunteer agreement; however, nothing precludes obtaining a volunteer agreement from occasional service volunteers.

Material donors who volunteer their services, product, or support to the Department are not required to complete a volunteer agreement.

III. Recruitment and Selection

Divisions will accept volunteers without discrimination because of race, religion, color, political affiliation, physical disability, national origin, gender, or age. If necessary, each division will be responsible for developing recruiting strategies

for the successful implementation of volunteer programs within their division. Every effort should be made to ensure the volunteers recruited are representative of the diverse citizenry served by the Department of Natural Resources. The Department's Office of Human Resources will assist in coordinating programs, such as School-to-Work Programs, Internship Programs, and job shadowing programs, as necessary.

Selection of regular service volunteers will be based upon educational background, work experiences, capability to perform the job tasks, overall suitability for the job tasks, and proximity to the project area.

Outreach efforts for occasional service volunteers, while not necessarily subject to selection criteria as previously stated, should include efforts to include a diverse population.

IV. Training

Each division must insure that volunteers receive adequate instruction for assigned tasks. Supervisors are expected to monitor the performance of volunteers, provide constructive feedback to the volunteers, and to take remedial action, if necessary.

V. Job Descriptions

Job descriptions will be developed for regular service volunteer positions utilizing the attachment to the volunteer agreement. The description will include, at a minimum, the following:

- Major responsibilities
- Type of work performed
- Time commitment or length
- Type of supervision
- Qualifications required, if any
- Name of supervisor

VI. Volunteer Eligibility

Regular service volunteers under the age of 18 must have written approval from their parents or guardians unless the parent or guardian accompanies the child. All applicable Department of Labor age restrictions relating to the operation of machinery, equipment, or certain types of work must be observed.

If a volunteer is 18 years old, he/she may work at any time in any job.

If a volunteer is 16 or 17 years old, he/she may work in any occupation except those declared hazardous by the Secretary of Labor. The 17 Hazardous Occupations Orders for non-farm work deal with the following:

1. Manufacturing or storing explosives
2. Driving a motor vehicle and being an outside helper
3. Coal mining
4. Logging and sawmilling
5. Power-driven wood working machines
6. Exposure to radioactive substances and to ionizing radiations
7. Power-driven hoisting apparatus
8. Power-driven, metal-forming, punching, and shearing machines
9. Mining, other than coal mining
10. Meat packing or processing
11. Power-driven bakery machines
12. Power-driven paper product machines
13. Manufacturing brick, tile and related products
14. Power-driven circular saws, band saws, and guillotine shears
15. Wrecking, demolition, and ship-breaking operations
16. Roofing operations
17. Excavation operations

Besides the 17 Hazardous Occupations Orders, minors age 14 and 15 also may not engage in the following work activities: warehousing and storage, car repair, public utility duties, work involving the use of ladders or scaffolding, work involving food preparation or the use of grinders, or the operation of lawnmowers and golf carts.

A detailed account of child labor restrictions may be obtained from the Office of Human Resources, or by accessing <http://pop/HumRes/humres.htm>.

VII. Volunteer Responsibilities and Benefits

- A. Volunteers will be provided division supplies and equipment to meet the needs of the work requirements, if necessary.

- B. Prior to being allowed to use specialized machinery or equipment, a volunteer should be proficient in the use of the machinery or equipment.
- C. Prior to being allowed to participate in activities requiring specialized skills and abilities such as swimming, a volunteer should be proficient in those skills/abilities.
- D. If the volunteer uses DNR vehicles as part of the job assignment, the division will be responsible for obtaining a drivers' license check.
- E. Regular service volunteers who will be involved with working with children under the age of 18 in a one-on-one situation will be required to have a criminal records background check completed. Any criminal records background check must be coordinated through the Office of Human Resources. Criminal Records background checks will be maintained in the Office of Human Resources.
- F. The S.C. Code authorizes the division to provide incidental reimbursement and transportation mileage under certain conditions. Prior written approval must be obtained from the supervisor/coordinator and the Deputy Director for commitment of funds.
- G. To the extent authorized by state law, the service provided by a volunteer shall be covered by the Department's liability insurance coverage as provided through the State Budget and Control Board, Division of Insurance Services, Insurance Reserve Fund.
- H. The volunteer shall not be eligible for workers' compensation through the SC Department of Natural Resources.

VIII. Retention of Volunteer Agreements and Records

The Divisions will be responsible for maintaining the signed volunteer agreement forms. An annual report on the usage of volunteers will be submitted to the prospective Deputy Director annually and made available to the agency Director as requested.