

## **Human Resources Policy 10 – Volunteers from Outside the BC Public Service**

Last updated: April 12, 2016

This policy statement covers members of the public volunteering in organizations, under the [Public Service Act](#), within BC Public Service. The use of volunteers is for interested persons to perform functions or activities not normally performed by BC Public Service employees. The policy statement supports the government's core policy objective that the "government is supported by a professional public service that has the knowledge, skills, and abilities to achieve current and future objectives."

Host organizations must ensure that an employee/employer relationship is not created with volunteers. Organizations must ensure volunteers abide by the [Freedom of Information and Protection of Privacy Act](#). The objective of this policy statement is to ensure that volunteers are treated fairly and consistently throughout the BC Public Service.

### **Criminal Record Checks**

Criminal record checks are required for all volunteers whose activities fall under the requirements outlined in [HR Policy 14 – Security Screening](#). Volunteers working with children or vulnerable adults are required to undergo a criminal record check under the [Criminal Records Review Act](#).

### **Accident and Liability Insurance**

Host organizations will ensure that volunteers are covered by appropriate insurance and liability protection. Volunteers are generally not entitled to workplace insurance provided by WorkSafeBC, but advice on specific situations may be obtained from the Occupational Safety Program in the BC Public Service Agency.

Volunteers may be covered by the Government of British Columbia's accident and liability insurance plan. This coverage is not automatic and must be arranged by contacting the Risk Management Branch of the Ministry of Finance.

### **Relationship with Public Service Employees**

Where volunteers perform services that require interaction with BC Public Service employees, both groups must be advised of their relationship and respective roles.

## **Orientation and Training**

Host organizations must ensure that volunteers receive appropriate orientation or training. Orientations must cover basic policies, organization structure, rules, regulations, and safety and emergency procedures.

## **Reimbursement of Expenses**

Out-of-pocket expenses that would not otherwise be incurred by a volunteer may be reimbursed. Reimbursement of expenses does not establish an employer/employee relationship.

Reimbursement of expenses is at the discretion of the host organization, but in no case may it exceed the amounts and limits established under the [Core Policy and Procedures Manual](#).