

RESOLUTION NO. 494

RESOLUTION AMENDING THE WORK RELEASE POLICY.

WHEREAS, the Town of Mount Carmel utilizes all available resources at its disposal, including the use of community service workers and volunteers in the performance of their duties; and

WHEREAS, the Tennessee Municipal League Risk Management Pool has suggested that cities develop a written policy regarding the use and supervision of community service workers and volunteers for public service projects; and

WHEREAS, Town of Mount Carmel wishes to adopt a Work Release and Assistance Policy to ensure the safety of employees and citizens in the utilization of using community service workers and volunteers for public service projects.

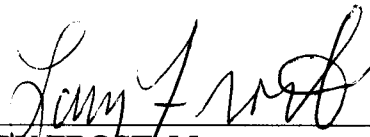
WHEREAS, to the extent that any other Resolution or Ordinance presently existing is conflicting in any way with the provisions of this Work Release and Assistance Policy, this Resolution supersedes any previously adopted policy; and

WHEREAS, the public health and welfare require it;

NOW, THEREFORE, BE IT RESOLVED that the attached "Work Release and Assistance Policy" is adopted by the Board of Mayor and Aldermen of the Town of Mount Carmel;

THIS Resolution shall become effective immediately, the public welfare demanding it.

A D O P T E D this the 26th day of February, 2013.



LARRY FROST, Mayor

ATTEST:



MARIAN SANDIDGE, Recorder



Motion: Vice-Mayor Hale
Second: Alderman Wolfe

FIRST READING	AYES	NAYS	OTHER
Alderman Eugene Christian	x		
Alderman Wanda Davidson	x		
Alderman Leann DeBord	x		
Alderman Frances Frost	x		
Vice-Mayor Paul Hale	x		
Alderman Carl Wolfe	x		
Mayor Larry Frost	x		
TOTALS	7	0	0

PASSED FIRST READING: February 26, 2013

Town of Mount Carmel

Work Release and Assistance Policy

PURPOSE:

It is the purpose of this document to set forth exact policy regarding the use of Community Service, Volunteer, or use of personnel to assist employees of the Town in the performance of their duties. The Town of Mount Carmel utilizes all available resources at its disposal for the betterment of all individuals or groups affected by the governing scope of the Town. It has become apparent to the governing body for the Town of Mount Carmel that the utilization of specific individuals or groups may have a far reaching effect on the services provided by the Town and those it serves. By the utilization of these individuals or groups the Town of Mount Carmel, its employees, and/or agents receive much needed assistance in the performance of their duties. These groups or individuals who are assigned or who volunteer their services to the Town of Mount Carmel will not be compensated for the work done. The assistance provided to the Town of Mount Carmel will only be completed for the betterment of the Town as a whole, and services by these individuals or groups will only be utilized when it may benefit the Town of Mount Carmel, its citizens or visitors.

DEFINITION:

Volunteer: An individual or group who provides assistance in some scope of service without compensation for work done or services provided.

Community Service: Individuals or groups of individuals who are assigned to specific duties based upon an outside influence. (i.e. civic groups, non-profit organizations, judicial orders, etc.)

POLICY:

- A. Each individual or group who wishes to engage in activities which constitute assistance given to the Town of Mount Carmel must be familiar with the specifics of their expected duties. At no time will any employee for the Town of Mount Carmel initiate an individual or group into duties with which they are unfamiliar, and the safety of anyone involved may be in question. These individuals must utilize any and all personal protective equipment with respect to specific job functions.
- B. Each individual or group who wishes to engage in such activities will not be allowed to operate any motor vehicle owned or utilized by the Town of Mount Carmel.
- C. Each individual or group who wishes to engage in such activities as needed by the Town will not be allowed to operate equipment with which they are unfamiliar and / or specialized training may be required for the safe operation thereof
- D. Each individual or group who wishes to engage in activities as needed by the Town must do so only as allowed by law with respect to established guidelines regarding workplace hours, safety and security. This shall include but is not limited to Federal and State Child Labor Laws.
- E. In the event that an individual is injured while engaging in any activity, the Safety Director is to be notified immediately and advised of the events regarding the incident. Only with clearance from the director will work be allowed to continue.
- F. The Town of Mount Carmel reserves the right to refuse any work release or probationary assistance at its discretion.
- G. All individuals or groups are responsible to the Director of Community Services listed below. The Director of Community Services may at his/her discretion delineate immediate supervisory duties to specific departments as needed to best utilize the individuals for the Town.
DEPARTMENT HEADS/DESIGNEE/COURT CLERK
- H. The nature of work utilizing these individuals or groups is limited to the following:
General Labor, Cleaning duties and litter control

SUBJECT:	POLICY ADDITION	No. 022613
	Town Safety Policy and Procedures Work Release and Assistance Policy	
PROPOSAL DATE: 02/26/13	No. of	Pages:
EFFECTIVE DATE: UPON BOARD APPROVAL		
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