



WRHA VOLUNTEER SERVICES GOOD PRACTICE GUIDELINE MANUAL

Good Practice Guideline: Employees and Employee's Family Members as Volunteers - Direct Service and Collaborative Volunteers	Reference # 3.2	Page 1 of 1
	Approved: J.Edwards	Date: 15/09/04 Reviewed/Revised: November 2011

GOOD PRACTICE DESIRED OUTCOME:

The conditions under which WRHA employees, WRHA employee family members, and past WRHA employees may volunteer will be clear.

DEFINITIONS:

Employees includes paid staff of the WRHA

An employee family member includes any direct relations of WRHA staff.

A past employee is an individual who has been previously employed by the WRHA

Volunteer work includes any activity that is part of an approved volunteer assignment description. It does not include unrecognized overtime of staffs regular duties or duties that are assigned to staff as a result of a labour dispute.

GOOD PRACTICE GUIDELINES:

Employees and employee family members who wish to volunteer must be registered with the WRHA Volunteer Services program and must meet all requirements for screening and registration.

A WRHA employee cannot be a volunteer placement supervisor for a family member who is a volunteer.

Persons previously employed by the WRHA will be eligible for volunteer placement with the WRHA in all areas with exception of the specific work area where s/he worked in the past. In the instance where the previous employee specifically requests a volunteer assignment in a previous work area, the volunteer placement supervisor must be consulted and approve the request.

Source: New
 Originator: Karen-Denise Cyr, Manager Volunteer Services, Jeanette Edwards, Director Community Development
 Reviewed/Revised: Suzie Matenchuk, Manager Volunteer Services and Jeanette Edwards, Regional Director Primary Health Care and Chronic Disease