

City of Scottsdale

Citywide Volunteer Program

Volunteer Acknowledgement & Agreement



Volunteer Statement of Accountability

In accepting the assignment of volunteer for the City of Scottsdale, you fully understand, acknowledge, and agree to the following conditions:

- Volunteers serve without pay, while following the City’s Administrative Regulations (AR) and the City’s Values listed below:
 - Dedicated Service
 - Thoughtful Innovation
 - Collaborative Teamwork
 - Value Diversity
 - Accountable Integrity
 - Continuous Learning
- Volunteers are required to wear their ID badges at all times while performing volunteer duties. The City policy regarding identification badges is set forth in AR 386.
- Volunteer assignments are not permanent. Your volunteer assignment can be terminated at any time if it is not agreeable or acceptable, or when the assignment has been completed. Volunteers have no recourse with the City of Scottsdale if termination occurs.
- The City of Scottsdale reserves the right to change or discontinue your volunteer duties if they no longer meet the needs and expectations of the organization.
- Volunteers accept responsibility for working within the established procedures of their assignment.
- Volunteers are expected to maintain a clean and neat appearance and dress appropriately for their assignment.
- Volunteers are expected to be punctual, reliable and inform their supervisor of any absences or vacations.
- Volunteers must respect the confidentiality of the organization, its employees, volunteers, and customers. A confidentiality agreement may be required of some volunteers depending on their assignment.
- The City of Scottsdale assumes no responsibility to interview or hire volunteers for any paid position.
- Volunteers are required to return their identification badge, bus pass, and any other City issued equipment, supplies, etc. upon leaving their volunteer position.
- Volunteers who perform services for the City of Scottsdale and are under direct or indirect supervision of City of Scottsdale employees, are eligible for Workers Compensation benefits pursuant to A.R.S. 23-901.06.

Electronic Communications, Security, & Use of Internet – Administrative Regulations 127, 136, & 165

Substance Abuse – Administrative Regulation 324

Ethical Standards – Administrative Regulation 320

Identification Badges – Administrative Regulation 386

Anti-Discrimination & Non-Harassment – Administrative Regulation 333

By signing my name below, I hereby acknowledge that I have received a copy of the City of Scottsdale **Volunteer Statement of Accountability** and other information regarding the guidelines outlined in the **Administrative Regulations** listed above. I understand them and agree to adhere to them while serving as a volunteer for the City of Scottsdale.

Volunteer Name (print)

(sign)

Date

Volunteer Supervisor (print)

(sign)

Date



City of Scottsdale

Nondisclosure and Confidentiality Agreement

Core Principle

We will not disclose information that is private or confidential. Any materials of this nature that come into our possession will be kept in a secure manner.

Guidelines

In your position with the City of Scottsdale, you may acquire, process, and/or maintain nonpublic private (personal) or confidential information or data. You may also have access to information regarding business activities that is sensitive in nature or documents such as confidential attorney/client communications that should not be disclosed. It is your responsibility to maintain this type of information in confidence and in a secure manner. This means that you cannot disclose, in any fashion, private or confidential information or data to anyone, within or outside the City, who has not been cleared to have access to the information. You cannot provide originals or copies of documents to individuals not authorized to have the information, retain documents once you no longer need the data, or remove information (originals or duplicates) from City facilities for other than official purposes. This responsibility extends beyond the termination of your relationship with the City. If you have questions regarding this responsibility or the information that should be considered private or confidential, you can contact the City's Human Resources Director at 480-312-2615.

Examples of nonpublic personal information and confidential data include, but are not limited to:

- Medical related documents that discuss an individual's medical status or history, such as worker's compensation or long-term disability claims, "fit for duty" evaluations, commercial driver's license medical examinations, random drug tests, or psychological referrals.
- Pre-hire information including applications, testing and interview results and materials, physicals, and reports such as polygraph results, criminal history, background and credit checks, or previous drug and alcohol screening results.
- Personnel files, including documents such as written reviews and letters of counseling.
- Home addresses and telephone numbers, social security numbers, or payroll and benefit-related information.
- Communications from the City Attorney marked confidential, or given within the attorney-client relationship, or documents that are considered confidential under state, federal, or local statutes.

Nondisclosure and Confidentiality Agreement

I UNDERSTAND AND AGREE THAT:

I have read and understand the Confidentiality Guidelines set forth above. I acknowledge that I may, from time to time or on a routine basis, have access to private or confidential information or data, and I understand that it is my responsibility to maintain this information in a secure manner and keep information that I might have access to in confidence. I understand that violation of responsibility may result in discipline, up to and including termination of employment.

PLEASE PRINT NAME: _____ DATE: _____

SIGNATURE: _____