

CURVE LAKE FIRST NATION

VOLUNTEER POLICY

Approved by Council on December 19, 2016.

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INTRODUCTION

Curve Lake First Nation welcomes and values the contributions of volunteers and believes they are entitled to the same fair and equitable treatment as employees.

Application:

This policy applies to all volunteers of the First Nation which may include but is not limited to:

1. Post-Secondary Placement Students
2. High School Co-op Placement Students
3. High School Students meeting their 40 hours community service requirement
4. Individuals required to complete Community Service Hours (CSOs) – Coordinated through NNADAP Worker
5. All other General Volunteers

Exclusions:

This policy does not apply to Committees of Council volunteers as Terms of Reference outline specific roles and responsibilities.

Responsibilities:

Council is responsible to ensure that Policy is in place to ensure transparent and effective governance.

Administration is responsible to ensure that the Policies and Procedures of the Curve Lake First Nation are followed and to identify areas of policy concern.

Human Resources is responsible to ensure employment practices and procedures conform to legislation and the approved Curve Lake First Nation Policies.

Volunteers are responsible to meet the requirements of this policy and their job description (if applicable), and carry out the functions in a professional manner.

Review:

This policy will be reviewed every three years and may be amended from time to time.

GLOSSARY

- a. **“Administration”** is the employees of Curve Lake First Nation.
- b. **“Curve Lake First Nation Council”** or **“Council”** is the duly elected Chief and Council, representing the membership of the Curve Lake First Nation.
- c. **“Discipline”** is action, as a corrective measure, to affect positive change in an employee’s behavior.
- d. **“Employee”** means a person who has been hired by Curve Lake First Nation and is receiving wages or salary to perform a specific set of job duties.
- e. **“Human Resources”** is the Human Resources Coordinator.
- f. **“Job Description”** is a detailed outline of duties to be performed within the approved scope of services for which an individual is hired to deliver.
- g. **“Volunteer”** is an individual who enters an agreement with Curve Lake First Nation without payment to assist in providing services to the community.

VOLUNTEER POLICY

Volunteers are expected to abide by all the policies and procedures as outlined in the Human Resources Management Manual. Volunteers are not entitled to any employee benefits through the course of their involvement in programs and services offered by Curve Lake First Nation.

1. SCREENING

The screening process for volunteers will include the following steps:

- a) Telephone and/or in-person interviews
- b) Review of resume
- c) Reference letters or reference checks

2. APPROVAL

Upon approval to be a volunteer, all volunteers must provide a Canadian Police Information Check (CPIC) with Police Vulnerable Sector Check (PVSC). Please note: individuals volunteering to fulfill court ordered CSOs will not be required to provide CPIC with PVSC. All volunteers must read and sign the following documentation acknowledging they understand the Curve Lake policies and procedures:

- a) Letter of Offer
- b) HRMM Statement of Acknowledgement
- c) Code of Conduct
- d) Computer Use Policy
- e) Statement of Confidentiality
- f) Information Form

3. ORIENTATION

Volunteers are given an introduction to the Human Resources Management Manual, orientation to the overall organization, training related to emergency procedures and training specific to the program area in which they will work and the duties they will perform.

4. RESPONSIBILITIES

Volunteers will be provided with clearly defined roles and responsibilities by their supervisor. If applicable, job descriptions will be provided.

Curve Lake First Nation is responsible for the monitoring and evaluation of volunteer work performance. Volunteers are entitled to receive constructive feedback on the performance of their work. Opportunities exist for volunteers to give feedback to the organization about their involvement.

Volunteers deserve the same respect and treatment as paid employees, including the right to be protected from wrongful dismissal. In the event that a volunteer does not adhere to the Human Resources Management Manual or fails to perform his/her voluntary assignment he/she may be subject to the same disciplinary action as employees.

5. RECORDS

Volunteer records are considered confidential and are kept in the Human Resources office.

6. EXPENSES


Volunteers are reimbursed for pre-approved, program specific expenses. Volunteers must submit original receipts and an expense claim form in order to be reimbursed. Volunteers may be paid for mileage or gas, at the discretion of Curve Lake First Nation.


7. INSURANCE

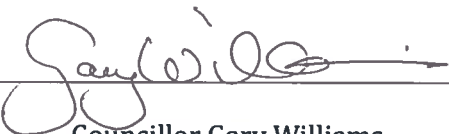
Volunteers are covered by Curve Lake First Nation's Third Party Insurance in the event of injury in the workplace.


POLICY APPROVAL


This Policy was passed during a duly convened meeting of the Curve Lake First Nation Council held on December 19, 2017.

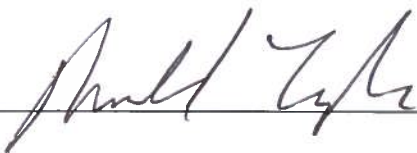

Chief Phyllis Williams


Councillor Laurie Hockaday



Councillor Gary Williams

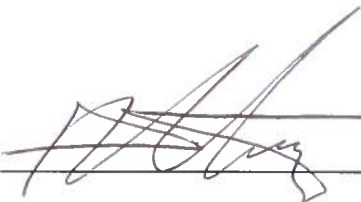

Councillor Tiffany Taylor


Councillor Shane Taylor


Councillor Arnold Taylor


Councillor Deborah Jacobs


Councillor Ted Coppaway


Councillor Lorenzo Whetung