

VOLUNTEER APPLICATION

*Applications may take up to FOUR weeks to process
Court referrals or court ordered community service are NOT accepted for volunteer hours.*

| | | |
|--|-------------|--------------------------|
| Name: | | |
| Address: | City: | Zip: |
| Email: | Home Phone: | Cell Phone: |
| Emergency Contact Name: | | Emergency Contact Phone: |
| List special skills, certificates, licenses, etc.: | | |

Area of Interest

(Select no more than 3 areas of interest)

Volunteer Opportunities (18+ years old)

- | | |
|--|--|
| <input type="checkbox"/> Animal Shelter | <input type="checkbox"/> Library (<i>Alessandro</i>) (18+) |
| <input type="checkbox"/> Code Compliance | <input type="checkbox"/> Library (<i>Moreno Valley Mall</i>) (18+) |
| <input type="checkbox"/> Clerical | <input type="checkbox"/> Library (<i>Iris Plaza</i>) (18+) |
| <input type="checkbox"/> Emergency Response Force * | <input type="checkbox"/> Park Ranger |
| <input type="checkbox"/> Employment Resource Center | <input type="checkbox"/> Parks & Community Services - Recreation Coach |
| <input type="checkbox"/> HAM Radio (<i>HAM License Required</i>) * | <input type="checkbox"/> Senior Center |
| <input type="checkbox"/> MVTV-3 (<i>Experience Required</i>) | <input type="checkbox"/> Other (please specify) _____ |

*All volunteer positions listed above require successful completion of a California Department of Justice background check.
Requires additional FBI background check.

Volunteer Opportunities (14-17 years old)

- Parks & Community Services - Recreation Library (Circle location: *Alessandro, MV Mall, Iris Plaza*)

Minimum age 14. Parental consent required. No background check required if under 18 years of age.

Is this for school credit? YES NO If yes, how many hours: _____ By When: _____

Hours Available

| Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|--------|---------|-----------|----------|--------|----------|--------|
| | | | | | | |

Have you ever been convicted of an offense other than a minor traffic violation? YES NO
(Do not include violations while a minor, convictions exempted under LC432.8, and/or convictions sealed by court order)

If yes, please state the nature of offense(s), date(s), City, State and disposition. A conviction record is not an automatic bar to volunteer placement; the offense will be considered only as it relates to the position for which you are applying.

| Date | City | State | Offense | Disposition |
|------|------|-------|---------|-------------|
| | | | | |

Print Name _____ Signature _____ Date _____

Parent/Guardian Signature (*Required for minors*): _____



City of Moreno Valley

Volunteer Waiver and Hold Harmless

The undersigned hereby covenants and agrees to hold the City of Moreno Valley, California ("the City"), and the officers, agents and employees thereof, free and harmless from any and all loss, damages, liability, and expense which may arise in whole or in part out of the performance by the undersigned for the benefit of the City. I agree that I am performing such services of my own free will and am not an employee, officer or agent of the City.

The undersigned hereby waives any and all rights, if any, which the undersigned may possess to recover from the City, any compensation, reimbursement, or other award under the Workers Compensation Laws of the State of California.

Print Name _____ Date _____

Signature _____

Signature of Parent / Legal Guardian _____
(If applicable)



City of Moreno Valley

Confidentiality

As a volunteer for the City of Moreno Valley, you may have access to confidential information. Misuse of such information may adversely affect the civil rights of the individual concerned and jeopardize the position of the City of Moreno Valley.

It is the policy of the City of Moreno Valley that “no volunteer shall divulge confidential information, data, or records of the City to the person to whom issuance of such data, information, or records have not been authorized; nor shall any volunteer divulge or make use of any records of the City for mailing lists or any other purpose unless the same has been authorized.” Such misuse may be a misdemeanor or a felony under California law; therefore, any volunteer who is responsible for such misuse is subject to immediate release from the program. Violations may also result in additional legal action. As a precaution against misuse or destruction of confidential information, volunteers shall not remove any work related materials from the work site without specific authorization to do so. Work that is currently in progress is to be stored and maintained in areas designated as appropriate for such storage and maintenance.

Print Name _____ Date _____

Signature _____

Signature of Parent / Legal Guardian _____
(If applicable)



City of Moreno Valley

Emergency Contact Information

Volunteer Name: _____

Emergency Contact Information:

Name: _____

Relation: _____

Cell Phone: _____

Home Phone: _____

Work Phone: _____



City of Moreno Valley
Discrimination and Sexual Harassment Prevention Policy Information
Acknowledgement Form

2016

I acknowledge that I have received and reviewed the City of Moreno Valley's Discrimination and Anti-Harassment Policy from the City's Personnel Rules & Regulations (revised July 2011), and a copy of the Fair Employment and Housing Authority (FEHA) brochure providing facts about Sexual Harassment. I understand my obligation to comply with all City rules and regulations relating to prevention of Discrimination and Sexual Harassment. I was also provided an opportunity to ask any questions I may have had about the informational material provided to me.

I understand a copy of this acknowledgement form will be placed in my official employee personnel file, located in the Human Resources Department.

Employee name (Please Print): _____

Employee Signature: _____

Date: _____ Department: _____



1.85 DISCRIMINATION AND ANTI-HARASSMENT POLICY

The City of Moreno Valley is committed to providing a work environment that is free of discrimination. In keeping with this commitment, the City maintains a strict policy prohibiting any form of harassment, including sexual harassment, of all employees. Furthermore, the City prohibits harassment in any form, including verbal, physical, visual, or sexual harassment or retaliation against an employee for filing a harassment and/or discrimination complaint.

Harassment of an employee by a coworker, supervisor, management employee, or other agent of the City, or a customer, on the basis of race, religion, color, creed, national origin, ancestry, marital status, sex, age, medical condition, pregnancy, sexual orientation, including gender identity, political affiliation, or a mental or physical disability will not be tolerated. **Such harassment activities, which may have the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment, are prohibited and should be reported immediately to the Human Resources Director.**

Harassment includes, but is not limited to:

- A. Verbal Harassment-For example, epithets, derogatory comments or slurs on the basis of race, religion, color, national origin, ancestry, physical or mental disability, medical condition, pregnancy, marital status, sex, sexual orientation, including gender identity, age, or denial of family and medical care leave and denial of pregnancy disability leave.
- B. Physical Harassment-For example, assault, impeding or blocking movement, or any physical interference with normal work or movement when directed at an individual on the basis of race, religion, color, national origin, ancestry, physical or mental disability, medical condition, pregnancy, marital status, sex, sexual orientation, including gender identity or age.
- C. Visual Forms of Harassment-For example, derogatory posters, notices, bulletins, cartoons, or drawings on the basis of race, religion, color, national origin, ancestry, physical or mental disability, medical condition, pregnancy, marital status, sex, sexual orientation, including gender identity or age.
- D. Sexual Harassment-Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature which is conditioned upon an employee benefit, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile or an offensive work environment.

The City shall ensure that each employee has a copy of the City's anti-harassment policy which will include information on its internal complaint procedure.

Any employee who believes he or she has been harassed by a coworker, a supervisor, a management employee, any other agent of the City, or customer should promptly report the

facts of the incident or incidents and names of persons involved to his or her supervisor and/or the division manager/department head, and/or the Human Resources Director. If the offending party is a department head or higher, the complaint should be addressed to the offending party's supervisor. Any supervisor, division manager, or department head is obligated to immediately report any complaints and/or incidents of harassment to the Human Resources Director. Failure to make such a report when required by this Section may provide grounds for disciplinary action.

Upon receiving notification of a harassment complaint, the Human Resources Director shall:

- A. Authorize and supervise the investigation of the complaint and/or investigate the complaint. The investigation will include interviews with:
 1. the complainant;
 2. the accused harasser; and
 3. any other persons the Human Resources Director has reason to believe have relevant knowledge concerning the complaint. This may include victims of similar conduct.
- B. Review the factual information gathered through the investigation to determine whether the alleged conduct constitutes harassment giving consideration to all factual information, the totality of the circumstances, including the nature of the verbal, physical, visual, or sexual conduct, and the context in which the alleged incidents occurred.
- C. Report the results of the investigation, and the determination as to whether harassment occurred, to appropriate persons, including the complainant, the alleged harasser, the supervisor, the department head, and the City Manager. If discipline is imposed, the discipline will not be communicated to the complainant.
- D. If the harassment occurred, take and/or recommend to the appointing authority prompt and effective remedial action against the harasser. The action will be commensurate with the severity of the offense.
- E. Take reasonable steps to protect the complainant from further harassment.
- F. Take reasonable steps to protect the complainant from retaliation as a result of communicating the complaint.
- G. If appropriate, take action to remedy the victim's loss, if any, which resulted from the harassment.

If the employee is not satisfied with the action taken, the employee shall have the right to file a formal grievance in accordance with Section 12.55. If the allegation of harassment implicates any person rendering a decision at any Step in the Grievance Procedure, the employee may omit that particular Step and proceed to the next Step in the Grievance Procedure.

Dissemination of Policy

All employees, shall receive a copy of this Discrimination and Anti-Harassment Policy when they are hired and regularly thereafter. All supervisors hired after January 1, 2005, shall receive harassment training within six (6) months of hire. All supervisors shall receive interactive anti-harassment training at least every two years.