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PERSONNEL
WAGE AND SALARY
VOLUNTEERING

Individuals shall be considered library volunteers only where their services are offered freely and without pressure or coercion, direct or implied, from a supervisor or other employee of the library. To qualify as a volunteer the job duties must be sufficiently dissimilar to the job they perform on a regular basis.

Non-exempt employees must be paid for all additional time performing duties while in the employ of the library. They cannot be considered volunteers unless this form is filed and approved by the Assistant Director for Finance and Administration.

Employee

Position

Event I am volunteering for

Date of event

Time of event (i.e. 7 pm to 9 pm)

Assignment

Signature

Date

Approved

Date