



*Town of Yountville*  
*"The Heart of the Napa Valley"*

TOWN OF YOUNTVILLE

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# Volunteer Program

# **Town of Yountville**

## **Volunteer Program Manual**

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Town of Yountville  
6440 Yount St.  
Yountville, CA 94590  
707.944.8551

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## Welcome!

On behalf of the Town of Yountville Town Council, staff, commissioners and citizens, we'd like to thank you for your willingness to volunteer your time and contribute to the good of the Town of Yountville. Your time and expertise are greatly appreciated and we look forward to working with you.

Volunteers are an integral part of our small organization and we hope that you find your time here to be rewarding and enjoyable.



## Yountville Town History

Although Yountville was not incorporated until 1965, its boundaries have changed very little since 1874. During the early part of 1800's the area that now makes up the Town of Yountville was owned by Mexico.

In 1831, George Calvert Yount became the first white settler in the Napa Valley. In 1836, Yount obtained a Spanish land grant from the Mexican government, the first such grant to be awarded to a United States citizen to receive in northern California and the Napa Valley.



Yount named his land Caymus Rancho after a tribe of Native Americans in the area. It was on this land, in the early 1850's that Yount laid out the town's first boundaries. By 1855, Mr. Yount had surveyor come up to lay out a city which he named Sebastopol, in spite of the fact that there was already a town over the hill with the same name. Two years after his death in 1867, the town was renamed Yountville in honor of its founder and his contributions. The first grape vines in the valley were planted by Yount.

By 1868, railroad service had been introduced into the town and influenced the town's configuration. The coming of the railroad tracks brought in many new comers such as recent immigrant Gottlieb Groezinger who in 1870 purchased twenty acres of land (the Gottlieb addition) from the Yount estate and by 1874 built a winery, barrel room and distillery. The buildings remained a winery until 1955, but for eleven years lay dormant until it was brought to its present state.

Today the three massive stone buildings are known as V-Marketplace (formerly Vintage 1870) and house a collection of specialty shops and restaurants. Yountville has many fine shops, restaurants, art galleries and wineries. It is also the home to the only Michelin 3-star restaurant in northern California and boasts two Michelin 1-star restaurants. Yountville is considered by many food critics to be home to some of the finest restaurants in the world.

## How Does Our Town Government Work?

The Town of Yountville operates according to the Council-Manager form of government which vests authority in an elected Town Council which, in turn, hires an appointed executive. The Town Council is composed of five members elected from the town on a nonpartisan basis to serve overlapping four-year terms. The Mayor is elected at-large to serve a four-year term as presiding officer at Town Council meetings and as the official head of the town for legislative and ceremonial purposes. The Town Manager is appointed by the Town Council.



The Town Council is the town's legislative and policy-making body. Acting as a whole, the Town Council is responsible for passing ordinances and orders necessary for governing the town, as well as for setting the direction of town policy. The Town Manager is responsible for the overall administration of the town, which includes implementation of the general policies set by the Town Council in addition to the day-to-day operation of all town functions.

The Town Manager, with the help of the staff, provides the Town Council with the information needed to fulfill its policy-making role.

The Town is made up of six departments:

**Administration-** Town Manager, Attorney, Risk Management, Town Clerk and Public Safety

**Finance-** Budget Management, Payroll and Accounting, Water & Wastewater Billing

**Human Resources-** Employee Recruitment and Benefits Management

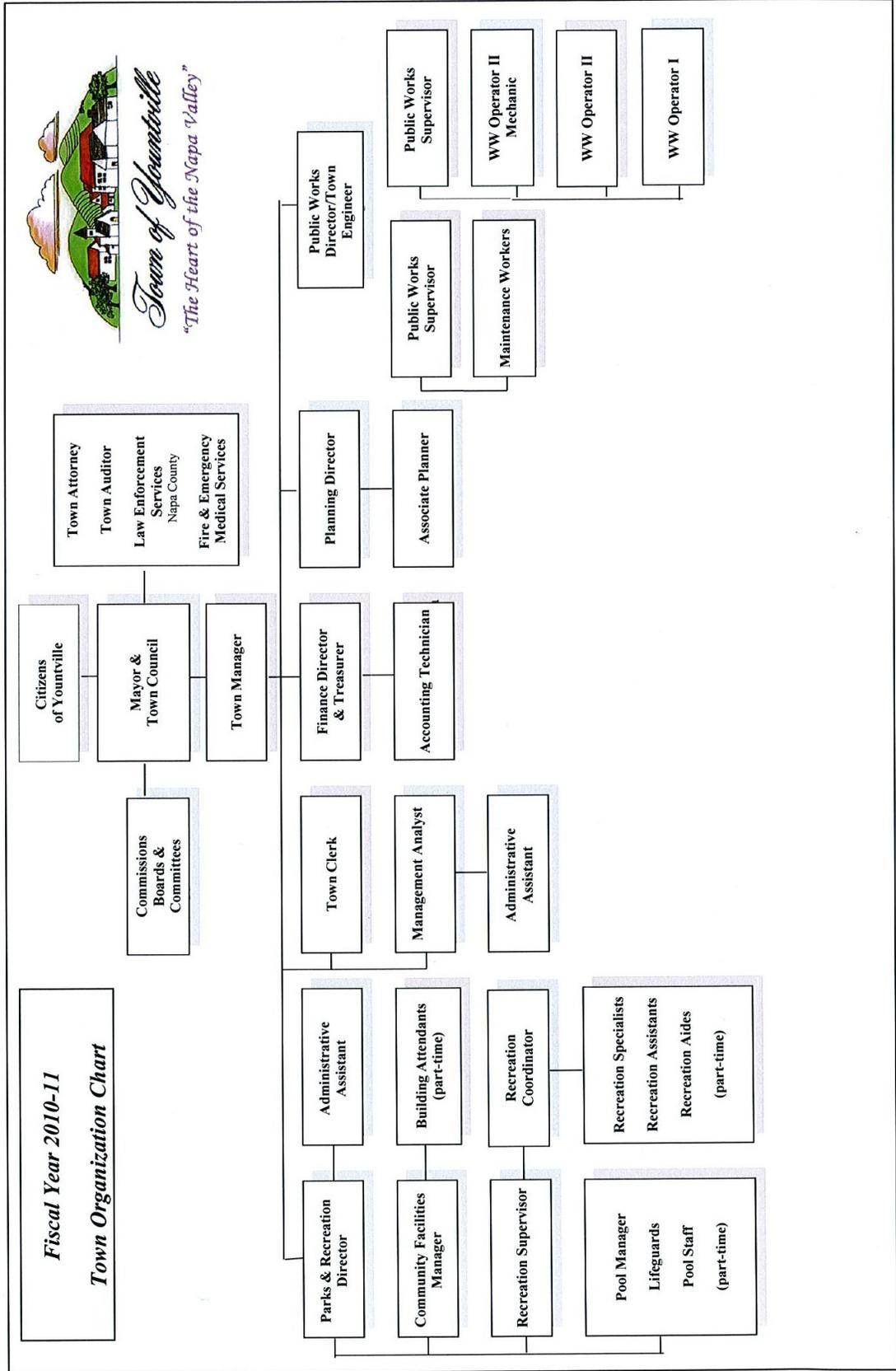
**Parks and Recreation-** Management of Town Facilities and Parks, Recreational Programming

And Services

**Planning and Building-** Development Projects, Zoning and Code Enforcement

**Public Works-** Utilities, Park Maintenance, Facility Maintenance and Streets

Within each department are employees which make up the attached organizational chart.



## Purpose of this Volunteer Handbook

The purpose of this volunteer handbook is to provide overall guidance and direction to staff and to volunteers. As you begin volunteering for the Town, you may have many questions. This handbook is intended to help answer some of those questions and give you some necessary information for starting your volunteer relationship with the Town of Yountville.

Please feel free to contact the Volunteer Coordinator at any time with questions and comments. Your input is valuable in revising the handbook and providing the best possible volunteer experience we possibly can.

## Function of the Volunteer Coordinator

The function of the Volunteer Coordinator is to provide central coordination between staff and volunteers so that their combined efforts jointly enrich and expand opportunities for the delivery of quality services to the citizens of Yountville. We also maintain relationships with other community programs using volunteers and assist in community-wide efforts to recognize and promote volunteerism.

The Volunteer Coordinator plans effective use of volunteers, assists staff in identifying productive and creative volunteer roles, recruits suitable volunteers and tracks and evaluates their contribution to the Town.

## Becoming a Volunteer

You may have volunteered your services to the Town for many different reasons; you may want to learn new skills, meet new people, make a difference in our community or document job skills. The most important role of the Volunteer Coordinator is to assist you in finding the best place to offer your skills and time. During our initial interview, we will explore your interests, talents and the amount of time you wish to volunteer. We will then discuss the various volunteer opportunities that match your needs.

Each volunteer must complete an initial application and volunteer agreement packet. We ask that you keep us informed about any changes in your address and telephone number. It is also important that you let us know of any medical conditions that may affect your ability to volunteer. If you are a minor, your parents must also sign these forms. No one may volunteer unless a completed volunteer agreement is on file with the Town.

All volunteers go through a formal screening process and must be accepted by the Town as a volunteer. The degree of screening may depend on the type of volunteer opportunity you choose. A

minimum of two references will be contacted. In some cases, a motor vehicle check, fingerprinting or criminal background check may occur.

After your initial interview and general orientation, you will meet with your staff liaison. This is the person who will be your contact regarding your assignment. During this meeting you and the staff member will discuss the assignment and determine if this assignment and volunteer opportunity is a good fit for all involved. If it's a good fit, you will discuss your start date and schedule.

You can expect a general orientation by the Volunteer Coordinator and specific training by the staff member whom you will be volunteering for. We encourage you to ask questions.

## Being a Volunteer

The following Town of Yountville policies apply to volunteers as well as staff.

### **Meal Breaks**

Volunteers who work six or more hours in a day, are generally scheduled a period, generally in the middle of the workday, during which they are free to eat a meal or do personal errands.

### **Rest Breaks**

For each four hours volunteered, volunteers are offered a fifteen minute rest break, during which they may engage in personal conversations, move about, and otherwise "take a break" from the normal duties of their assignments. If you need additional rest breaks during your shift, please let us know.

### **Distribution of Materials**

No volunteer may, without specific approval of the Town Manager, distribute or make available on Town Property or while on duty any literature or other materials not furnished by the Town for that purpose.

### **Care of Tools and Equipment**

Each volunteer that uses Town-owned property or equipment has a responsibility to take appropriate care of the property or equipment, including safeguarding it against theft or damage. Any volunteers becoming aware of theft or malicious damage to Town owned property or equipment shall immediately report it to the Town Manager.

### **Political Activity**

Volunteers shall not engage in political activity of any kind during volunteer hours. Prohibited activity shall include, but is not limited to, soliciting money, influence, service or anything to aid, promote or defeat any political committee or nomination or election of any person to public office, while on the job during volunteer hours. No person shall attempt to coerce command, or require a person holding, or applying for, any position, office or employment with the Town to influence or give money, service or other valuable thing to aid, promote or defeat the nomination or election of any person to public office.

### **Drug Free Workplace Policy**

It is the intention of this policy to provide a drug-free workplace for employees of the Town of Yountville at all work sites. While the Town of Yountville has no intention of intruding into the private lives of its employees, the use of controlled substances impacts the safety and efficiency of Town operations and the provision of services to the public.

It is unlawful to manufacture, distribute, dispense, possess or use a controlled substance at all Town work sites.

Volunteers, as a condition of their volunteer agreement, shall notify their Department Head of any criminal drug statute conviction for violation occurring in the work place no later than five days after such conviction.

Volunteers who violate the above policy, or are convicted on criminal drug statute violations occurring at the work place or who fail to give the notice required above shall be subject to the appropriate personnel action up to and including termination.

### **Transportation**

If the use of a personal vehicle has been approved, the volunteer may be reimbursed for such use at the rate per mile recognized by the Internal Revenue Service, as reimbursement for all costs incurred while operating such vehicle such as gasoline, wear and tear, insurance coverage and other incidental items.

Prior to operating a personal vehicle in the course of volunteering for the Town, the volunteer must first provide proof of liability insurance and proof that the volunteer possesses a valid California Drivers License.

### **Duty in Case of Accident**

In the event of an accident involving a Town vehicle, or a personal vehicle being used for Town business, the employee or volunteer operating or having custody of the vehicle shall, within twenty-four hours, report the accident to a law enforcement agency of appropriate jurisdiction. In the event the contacted agency declines to investigate, the employee or volunteer shall include in his/her report the agency contacted and the date and time of contact. The employee or volunteer shall cooperate fully in any accident investigation and

shall, as soon as practicable, furnish to the Town Manager and to the Town's insurance carrier a written report of the accident.

#### **Computer System as Town Property**

The Town's computer system is the exclusive property of the Town and is provided to Town officials and employees for creating, transmitting and maintaining data and information related to the conduct of the Town's business. A Town official or employee is conducting business when fulfilling the duties of his or her position, when acting on behalf of the Town in furtherance of a Town policy or mission, and when acting according to a Town ordinance, resolution, administrative regulation or other order such as a court order affecting the Town. The Town has the capability and reserves the right, with or without notice, to access, monitor, review, copy and/or delete anything in the computer system, including data files, e-mails sent and received, and all website communications or transactions.

#### **Passwords and Access Codes**

Town officials, employees and volunteers shall not disclose to unauthorized persons or entities assigned passwords or access codes for entry into and use of the Town's computer system. Where applicable, officials and employees are encouraged to change their passwords and assigned codes on a regular basis to protect confidentiality. Officials, employees and volunteers are prohibited from allowing or assisting other unauthorized individuals with access to the Town's computer system. It is strictly prohibited to use another employee's password or code without the permission of the Town Manager or his or her designee. Further, officials, employees and volunteers are prohibited from representing oneself as another individual or other employee by some electronic means unless so specifically authorized by that individual and the Town Manager or his or her designee.

#### **Privacy**

Town Officials, Employees and Volunteers have no expectation of privacy in any use by them of the Town's computer system or in communication made to the Town's computer system from any other computer system.

#### **Confidential Information**

Town officials, employees and volunteers shall take all reasonable and necessary efforts to minimize the likelihood of inadvertent transmission of confidential information to unintended recipients. The Town's data or information, confidential or otherwise, may not be transmitted to any individual not authorized to receive such data or information. Only authorized Town representatives are permitted to communicate information regarding the Town's business on behalf of the Town via the Town's computer system. For the communication of sensitive and confidential information, officials and employees shall minimize the use of e-mail and maximize the use of alternative communication such as face to face conversations and telephone. If an official, employee or volunteer is unsure as to whether a communication is authorized, or is of a confidential nature, it is their responsibility to inquire with a supervisor or the Town Manager as appropriate.

### **Emails or Other Information Created, Stored or Transmitted In Electronic Format Subject to All Applicable Laws**

Town officials, employees and volunteers shall exercise appropriate judgment concerning emails or other information created, stored or transmitted to or from the Town's computer system, based on the evolving nature of laws affecting electronic records and communications. All such emails or other information, whether stored or not, may constitute public records subject to inspection and copying under the Public records Act, by other means of document production such as subpoena, or be subject to other laws affecting electronic records.

### **Internet Access and Prohibited Use**

The Town provides officials, employees and some volunteers with access to the Internet for Town business-related purposes. The Town has the capacity to monitor and review website access. Officials and employees should not have any expectation or assume privacy regarding the websites accessed through the Town's computer system. Any incidental personal use of the Internet must be conducted according to this policy and with the highest level of professionalism. Officials and employees are prohibited from intentionally accessing any internet sites that are discriminatory or offensive in nature, promote or advocate any form or type of discrimination. The Town computer system may not be used to solicit or proselytize for commercial ventures, religious or political causes or outside organizations that are not authorized by the Town Manager or his/her designee. The downloading of programs, files, data, or any other materials from the internet is prohibited unless authorized by the Town Manager or his/her designee.

Any attempt to access a website that has been filtered by the network website filtering software, or any attempt to bypass the Town network filtering measures by the use of software or hardware is prohibited.

### **Dress Code**

Volunteers are asked to dress in appropriate attire for the area they are working in. This will vary based on the assignment. Please check with your immediate supervisor for more information. You will be issued a Town Volunteer Identification Card when your volunteer agreement is finalized. We ask that you wear this badge during your shift to clearly identify yourself as a volunteer.

### **Insurance**

You are covered under our compensation insurance. Should you be injured as a result of your volunteer work, you will receive compensation as provided by state law.

### Cell Phones

We ask that you limit the use of your personal cell phone while on duty. If there is an emergency, your family may contact you by calling the main Town Hall line at 944-8851 or at the phone number of the facility in which you are working.

## Rewards of Being a Volunteer

The Town values its volunteers and without the dedication of local citizens like you, we wouldn't be able to offer the variety of services with the limited resources we have. Depending on the number of hours of volunteer time accumulated each year, we offer an incentive program as a token of our appreciation for your time and dedication.

Hours Per Year	Incentive
5-25	Certificate of Appreciation
25-50	Town Pin and above
50+	Invitation to annual Volunteer Appreciation Dinner and all above
50-250	Town Logo Shirt and all above
250-500	Town Logo Tote Bag and all above
500-1000	Town Jacket and all above
1000+	Gift Certificate for Local Restaurant-Dinner for 2 and all above

Please record your volunteer time on the timesheet given and submit it every two weeks for recording.