

**TREMONTON CITY
Volunteer Services
Memo of Understanding**

Volunteer Name: _____

Department: _____

Supervisor: _____

Description of Duties (Attached sheets if necessary): _____

I, _____, choose to provide services to Tremontion City as a volunteer and understand that my services are donated to Tremontion City without contemplation of compensation or future employment. I understand the City reserves the right to limit the use of volunteer services, adjust the hours of any volunteer or to reject services as it deems fit in order to best achieve its public purpose and policy. Grounds for rejecting services may include, but are not limited to: misrepresentation of information on required paperwork; unsatisfactory background check; failure to abide by City and departmental policies and procedures; failure to meet the standards of performance relating to the essential functions of the volunteer position and/or failure to satisfactorily perform the assigned duties. Additionally, I understand that the City reserves the right to remove a volunteer from volunteer service at any time and for any reason.

I have received and reviewed a copy of the Tremontion City Personnel Policies and Procedures Manual and applicable departmental manuals. I have also had an opportunity to comment and raise questions to my supervisor about them. I hereby agree to follow the provisions of the Tremontion City Personnel Policies and Procedures Manual and departmental manuals and addendums and additions, as they relate to my volunteer services with Tremontion City.

I understand that as a volunteer I will have the following insurance coverage as provided by the City:

- (1) Workers compensation benefits for compensable injuries sustained by the volunteer while acting in the scope of employment.
- (2) Operating Tremontion City owned vehicles or equipment when the volunteer is properly licensed to do so.
- (3) Liability insurance coverage offered employees.

Volunteer

Tremontion City Mayor

Date: _____

Date: _____

Department Head

Date: _____

Notes: