



This is an agreement between the City of Prescott and _____, a Volunteer.

The City of Prescott agrees to:

1. Provide necessary Workers' Compensation Insurance at a rate consistent with the volunteer position, if you so choose to accept this benefit. All employees are hereby notified that this employer has complied with the provisions of the Arizona Worker's Compensation Law (Title 23, Chapter 6, Arizona Revised Statutes) as amended, and all the rules and regulations of the Industrial Commission of Arizona made in pursuance thereof, and has secured the payment of compensation to employees by insuring the payment of such compensation with The City of Prescott.

All employees are hereby further notified that in the event they do not specifically reject the provisions of the said compulsory law, they are deemed by the laws of Arizona to have accepted the provisions of said law and to have elected to accept compensation under the terms thereof; and that under the terms thereof employees have the right to reject the same by written notice thereof prior to any injury sustained, and that the blanks and forms for such notice are available to all employees at the office of this employer.

2. Provide opportunity for volunteers to exchange ideas, suggestions and recommendations.
3. Change the volunteer assignment or add new duties only through mutual agreement between the volunteer and his/her supervisor.
4. Keep records of the length of service, maintain a personnel file and provide the volunteer with a letter of reference if requested.

THE VOLUNTEER AGREES TO:

1. Become familiar with and adhere to the policies and procedures of the City.
2. Attend orientation sessions, on-the-job training and continuing education when required.
3. Give prior notice if volunteer work is to be terminated or interrupted for an extended period of time.
4. Protect confidential information and exercise good judgment when acting on the City's behalf.
5. Accept supervision with a willingness to learn and a willingness to ask about things not understood.
6. In consideration of the City providing coverage to the volunteer under its Workers' Compensation policy, to release and discharge the City its departments and divisions, its agents and employees, and any and all persons legally responsible for the acts or omissions of the City, from any and all claims which the volunteer has or may have against the City, its agents or employees, arising out of or in any way connected with the volunteer's activities on behalf of the City, understanding that recovery under said Workers' Compensation policy is the exclusive remedy available to the volunteer in the event of injury or death.

THE VOLUNTEER _____

AGREES TO PERFORM (Hours, days) _____

IN THE POSITION OF: _____

VOLUNTEER _____ CITY REPRESENTATIVE _____

DATE _____



USE OF CITY COMPUTER EQUIPMENT AND SOFTWARE

Casual and personal use of City of Prescott property by employees is not permitted, and City of Prescott employees are responsible for proper use of all equipment of the City of Prescott entrusted to them, including computer equipment and software. City of Prescott employees should expect all memos, files, E-mail, etc. generated with City of Prescott computer equipment and software to be seen by others than those to whom the data is transmitted; employees have no right of privacy to data or information stored on City of Prescott computer equipment. Sloppy informality, even with the best and innocent intentions, can embarrass you and be detrimental to you and/or the City of Prescott in employment or legal matters. Because of its storage, date and time features, E-mail is like a continually running tape recorder that date and time stamps all correspondence that passes through it. City of Prescott employees are prohibited from encrypting files stored on City of Prescott computer equipment, and individual employee stations are subject to random periodic audits to insure compliance with the foregoing directives.

I understand that the care, maintenance and return of any property such as, but not limited to, cell phones, credit cards, uniforms or other tools on loan to me from the City of Prescott, are my responsibility, and that I will be liable for replacement or repair of these items in the event of negligence or intentional destruction.

ACKNOWLEDGMENT

THE UNDERSIGNED EMPLOYEE OF THE CITY OF PRESCOTT ACKNOWLEDGES HAVING READ THE FOREGOING AND FULLY UNDERSTANDS IT.

Employee Printed Name

Employee Signature

Date