



LIVERMORE AREA  
RECREATION AND PARK DISTRICT  
**VOLUNTEER  
HANDBOOK**

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Livermore Area Recreation and Park District  
4444 East Ave  
Livermore, CA, 94550  
925.373.5700



# 01

## ABOUT US

Created by a vote of the public in 1947, the Livermore Area Recreation and Park District (District) encompasses most of the eastern half of Alameda County; a 245 square mile area comprised of extensive open range land and forested hills.

The volunteer program enables programs to thrive through the skilled work of dedicated members of the community.

## OUR MISSION

To provide the people of the Livermore area with outstanding recreation programs and a system of parks, trails, recreation areas, and facilities that promote enjoyment, lifelong learning, and healthy, active lifestyles.

## VOLUNTEER WELCOME

Thank you for your interest in volunteering with the District. We could not run the programs without your time, skill and enthusiasm. We sincerely hope you find satisfaction in your volunteer assignment.

We encourage you to read this handbook thoroughly. Please feel free to reach out to staff with any questions or concerns.

## CONTACT

**Andrea McGovern, Volunteer Coordinator**  
Phone: 925.373.5724 | Email: [amcgovern@larpd.org](mailto:amcgovern@larpd.org)



# 02

## GENERAL POLICIES

**Dress Code:** Please dress appropriately and comfortably. Always make sure your LARPD name tag is worn and visible. You may receive a staff shirt (or vest).

**Attendance:** Staff and participants are counting on you. If you cannot attend your shift or might be late, you **MUST** notify the contact person 48 hours before your scheduled assignment.

**Training:** Volunteers are expected to attend all training necessary for their assignment.

**Background Check:** All volunteers, age 18+, must successfully complete a fingerprint clearance (and proof of a negative TB Test if working with ESS programs).

**Smoking/Vaping:** No smoking or vaping while on duty.

**Drugs and Alcohol:** Reporting to your volunteer shift while impaired or under the influence of alcohol or illegal drugs is cause for immediate dismissal.

**Dismissal Policy:** When representing the District, all volunteers and staff must be professional, respectful, and presentable at all times while on the job. LARPD reserves the right to dismiss a volunteer if they are not in compliance with the rules and regulations outlined in this handbook or given verbally by an LARPD staff member.

## ELECTRONIC MEDIA POLICY

Any and all use of District electronic media (including but not limited to computers, phones, email, radios, online information services, etc.) must only be used for official District business.

**PHOTOS:** For the safety of our participants, volunteers are not permitted to take or post photos of program participants on any personal phones, cameras or social media accounts.



# 03

## VOLUNTEER RESPONSIBILITIES

- To work in a manner that is safe for you, other volunteers, staff, and members of the public.
- To respect and observe participants and the general public's rights at all times.
- To not disclose any confidential or sensitive information.
- To support a non-discriminatory, harassment-free work environment.
- Notify LARPD of any special limitations prior to accepting a volunteer assignment.

## LARPD RESPONSIBILITIES

- Provide volunteer handbook, required orientation, and training.
- Gain permission from volunteers to perform a background check.
- Outline volunteer activities and tasks in a safe environment.
- Communicate clear direction and expectations to volunteers about their job assignment and impact on the program.
- Cover volunteers under LARPD Worker's Compensation plan.
- Encourage and recognize volunteers' efforts.
- Provide guidance and assistance with volunteer opportunities.

## VOLUNTEER RECOGNITION

We are proud of our dedicated volunteers with LARPD. The District would be unable to provide the caliber of programs without your time and commitment. To express our appreciation, individuals who have volunteered with LARPD will be invited to our annual volunteer recognition event.



# 04

## SIGNATURE PAGE

I, \_\_\_\_\_ have received a copy of the following documents and I understand and agree to adhere to the policies and procedures related to the LARPD volunteer program.

Please initial that you have received the following materials:

\_\_\_\_\_ LARPD Volunteer Handbook

\_\_\_\_\_ Sexual Harassment Tri-Fold

\_\_\_\_\_  
Volunteer Print Name

\_\_\_\_\_  
Volunteer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature (if volunteer is under 18 years old)

\_\_\_\_\_  
Date

# SEXUAL HARASSMENT

## FACT SHEET

# DFEH



Sexual harassment is a form of discrimination based on sex/gender (including pregnancy, childbirth, or related medical conditions), gender identity, gender expression, or sexual orientation. Individuals of any gender can be the target of sexual harassment. Unlawful sexual harassment does not have to be motivated by sexual desire. Sexual harassment may involve harassment of a person of the same gender as the harasser, regardless of either person's sexual orientation or gender identity.

## THERE ARE TWO TYPES OF SEXUAL HARASSMENT

1. **“Quid pro quo”** (Latin for “this for that”) sexual harassment is when someone conditions a job, promotion, or other work benefit on your submission to sexual advances or other conduct based on sex.
2. **“Hostile work environment”** sexual harassment occurs when unwelcome comments or conduct based on sex unreasonably interferes with your work performance or creates an intimidating, hostile, or offensive work environment. You may experience sexual harassment even if the offensive conduct was not aimed directly at you.

The harassment must be severe or pervasive to be unlawful. A single act of harassment may be sufficiently severe to be unlawful.

## SEXUAL HARASSMENT INCLUDES MANY FORMS OF OFFENSIVE BEHAVIORS

BEHAVIORS THAT MAY BE SEXUAL HARASSMENT:

1. Unwanted sexual advances
2. Offering employment benefits in exchange for sexual favors
3. Leering; gestures; or displaying sexually suggestive objects, pictures, cartoons, or posters
4. Derogatory comments, epithets, slurs, or jokes
5. Graphic comments, sexually degrading words, or suggestive or obscene messages or invitations
6. Physical touching or assault, as well as impeding or blocking movements

Actual or threatened retaliation for rejecting advances or complaining about harassment is also unlawful.

Employees or job applicants who believe that they have been sexually harassed or retaliated against may file a complaint of discrimination with DFEH within three years of the last act of harassment or retaliation.

DFEH serves as a neutral fact-finder and attempts to help the parties voluntarily resolve disputes. If DFEH finds sufficient evidence to establish that discrimination occurred and settlement efforts fail, the Department may file a civil complaint in state or federal court to address the causes of the discrimination and on behalf of the complaining party. DFEH may seek court orders changing the employer's policies and practices, punitive damages, and attorney's fees and costs if it prevails in litigation. Employees can also pursue the matter through a private lawsuit in civil court after a complaint has been filed with DFEH and a Right-to-Sue Notice has been issued.

## EMPLOYER RESPONSIBILITY & LIABILITY

All employers, regardless of the number of employees, are covered by the harassment provisions of California law. Employers are liable for harassment by their supervisors or agents. All harassers, including both supervisory and non-supervisory personnel, may be held personally liable for harassment or for aiding and abetting harassment. The law requires employers to take reasonable steps to prevent harassment. If an employer fails to take such steps, that employer can be held liable for the harassment. In addition, an employer may be liable for the harassment by a non-employee (for example, a client or customer) of an employee, applicant, or person providing services for the employer. An employer will only be liable for this form of harassment if it knew or should have known of the harassment, and failed to take immediate and appropriate corrective action.

Employers have an affirmative duty to take reasonable steps to prevent and promptly correct discriminatory and harassing conduct, and to create a workplace free of harassment.

A program to eliminate sexual harassment from the workplace is not only required by law, but it is the most practical way for an employer to avoid or limit liability if harassment occurs.

# SEXUAL HARASSMENT

## FACT SHEET



### CIVIL REMEDIES

- **Damages for emotional distress from each employer or person in violation of the law**
- **Hiring or reinstatement**
- **Back pay or promotion**
- **Changes in the policies or practices of the employer**

### ALL EMPLOYERS MUST TAKE THE FOLLOWING ACTIONS TO PREVENT HARASSMENT AND CORRECT IT WHEN IT OCCURS:

- 1.** Distribute copies of this brochure or an alternative writing that complies with Government Code 12950. This pamphlet may be duplicated in any quantity.
- 2.** Post a copy of the Department's employment poster entitled "California Law Prohibits Workplace Discrimination and Harassment."
- 3.** Develop a harassment, discrimination, and retaliation prevention policy in accordance with 2 CCR 11023. The policy must:
  - Be in writing.
  - List all protected groups under the FEHA.
  - Indicate that the law prohibits coworkers and third parties, as well as supervisors and managers with whom the employee comes into contact, from engaging in prohibited harassment.
  - Create a complaint process that ensures confidentiality to the extent possible; a timely response; an impartial and timely investigation by qualified personnel; documentation and tracking for reasonable progress; appropriate options for remedial actions and resolutions; and timely closures.
  - Provide a complaint mechanism that does not require an employee to complain directly to their immediate supervisor. That complaint mechanism must include, but is not limited to including: provisions for direct communication, either orally or in writing, with a designated company representative; and/or a complaint hotline; and/or access to an ombudsperson; and/or identification of DFEH and the United States Equal Employment Opportunity Commission as additional avenues for employees to lodge complaints.
  - Instruct supervisors to report any complaints of misconduct to a designated company representative, such as a human resources manager, so that the company can try to resolve the claim internally. Employers with 50 or more employees are required to

include this as a topic in mandated sexual harassment prevention training (see 2 CCR 11024).

- Indicate that when the employer receives allegations of misconduct, it will conduct a fair, timely, and thorough investigation that provides all parties appropriate due process and reaches reasonable conclusions based on the evidence collected.
  - Make clear that employees shall not be retaliated against as a result of making a complaint or participating in an investigation.
- 4.** Distribute its harassment, discrimination, and retaliation prevention policy by doing one or more of the following:
    - Printing the policy and providing a copy to employees with an acknowledgement form for employees to sign and return.
    - Sending the policy via email with an acknowledgment return form.
    - Posting the current version of the policy on a company intranet with a tracking system to ensure all employees have read and acknowledged receipt of the policy.
    - Discussing policies upon hire and/or during a new hire orientation session.
    - Using any other method that ensures employees received and understand the policy.
  - 5.** If the employer's workforce at any facility or establishment contains ten percent or more of persons who speak a language other than English as their spoken language, that employer shall translate the harassment, discrimination, and retaliation policy into every language spoken by at least ten percent of the workforce.
  - 6.** In addition, employers who do business in California and employ 5 or more part-time or full-time employees must provide at least one hour of training regarding the prevention of sexual harassment, including harassment based on gender identity, gender expression, and sexual orientation, to each non-supervisory employee; and two hours of such training to each supervisory employee. Training must be provided within six months of assumption of employment. Employees must be trained during calendar year 2020, and, after January 1, 2021, training must be provided again every two years. Please see Gov. Code 12950.1 and 2 CCR 11024 for further information.

### TO FILE A COMPLAINT

#### Department of Fair Employment and Housing

dfeh.ca.gov

Toll Free: 800.884.1684

TTY: 800.700.2320