



**HUMAN RESOURCES
& DEVELOPMENT**
TULARE COUNTY
Equal Opportunity Employer

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MEMORANDUM

DATE: February 3, 2021
TO: Department Heads; HR Advisory
FROM: Lupe Garza, Deputy Director
Human Resources & Development
RE: COVID-19 Vaccinations Volunteers

In continuing the County's fight against the spread of the COVID-19 virus, Tulare County Public Health recently began administering COVID-19 vaccinations. The County plans to expand vaccine access by opening additional Vaccination Clinics throughout Tulare County, which will increase the opportunities for eligible residents to receive the vaccine. These clinics are intended to supplement already existing Points of Dispensing (PODs) located throughout the community. To meet the operational demands of these new clinics, HHSA is currently accepting registration for volunteers interested in assisting with the COVID-19 vaccinations.

Interested employees are encouraged to volunteer at vaccination events and will be eligible to volunteer while on County paid time. Employees will assist in a wide variety of non-medical support tasks related to the administration of the COVID-19 vaccine clinics.

Interested employees should complete the COVID-19 Vaccination Volunteer Form and submit to their supervisor for approval.

Given the nature of the current emergency and the immediate and overwhelming staffing demands of the Vaccine Clinics, Department Heads are being asked to approve employee requests to volunteer on County paid time as much as possible.

Questions regarding the above should be referred to Human Resources & Development.

Thank you.

County of Tulare

COVID-19 Vaccination Volunteer Program

As Tulare County continues to respond to the COVID-19 pandemic, we are working with members of the community to build our vaccination teams to support the Point of Dispensing (POD) vaccination clinics throughout the County. Each POD and clinic team will provide meaningful support to the community by providing access to needed vaccines throughout the Tulare County area.

Various volunteer opportunities are available in non-medical and medical support positions. Volunteer duties include, but are not limited to:

- Monitoring the vaccine line and large groups to ensure order and social distancing;
- Offering directions or instructions to the public;
- Assisting with check-in and registration of those waiting to be vaccinated;
- Data entry into CPS or other data systems;
- Delivering messages and running errands;
- Assisting with crowd control; and
- Assisting with traffic control.

The County of Tulare encourages all County employees to volunteer in the vaccination efforts.

Effective February 3, 2021 employees may volunteer in the COVID-19 Vaccination PODs and clinics while on County paid time. If you have a desire to give back to your community, and have a skill or experience you can share, we invite you to join our team and give back!

Volunteer Time

- Employees may take up to 40 hours of paid County time to participate in the volunteer vaccination program through June 30, 2021.
- Volunteer time must be requested in advance and approved by the employee's supervisor.
- When possible, volunteer time should be regular and on a set schedule to help with the coordination of other work-related responsibilities and minimize business interruptions.
- Volunteer time should not conflict with peak work schedules and other work-related responsibilities.
- Volunteer time should not create a need for overtime or cause conflicts with other employees' schedules.

Eligibility

- All regular active employees are eligible
- Interested employees should have a satisfactory performance rating or above.
- Interested employees should meet with their supervisors to discuss their volunteer choice, schedule and to receive approval.
- The employee must provide reasonable notice to their supervisor. Work demands shall take priority over the volunteer request.
- The County reserves the right to modify, amend, suspend, or discontinue this program at any time without prior notice. The County also reserves the right to revoke approval if it is felt that the employee is misusing the program.

Guidelines for Volunteering

- Volunteering during working hours is at your supervisor's discretion and subject to the needs of the department's business. You can apply for time off using the Volunteer Time Off Form;
- Volunteers shall adhere to the same rules, regulations, and standards as they do while at their regular work site;
- Be prompt and reliable in reporting for duty; attendance is expected to be dependable;
- Complete timesheets in order to keep an accurate record of the hours worked;
- Attend orientations and trainings as provided;
- Treat the public and fellow coworkers in a professional at all times;
- Protect confidential information;
- Exercise good judgement, remembering that volunteers are representatives of Tulare County; and
- Perform every task safely, practicing social distancing, and wearing face covering.

Approval Process

- Employees must complete the Volunteer Time Off Form and submit to his/her supervisor. The supervisor should consult with Human Resources with any questions or concerns before approving or denying the request.
- Approval is at the discretion of the employee's supervisor and Human Resources.
- Volunteers do not displace County employees; they assist paid staff or provide services that augment the established and mandated services of the County.

County of Tulare Volunteer Time Off Form

Date of Request: _____

First Name:	Last Name:	Employee ID:
Address, City, State, Zip		
E-Mail:	Cell Phone:	Home Phone:
Department:	Current Job Title:	
Supervisor:	Work Phone:	
Volunteer Organization Information:		
Name:	Contact Person:	
City/State/Zip:		
Positions of Interest:		
Position:	Position:	Position:
Description of volunteer activity you would like to do:		
List additional skills, experience, or special training:		
Availability		
Total hours available per day:	Total hours available per week:	
Available days to volunteer: <input type="checkbox"/> S <input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> TH <input type="checkbox"/> F <input type="checkbox"/> S	Location Preference (check all that apply): <input type="checkbox"/> Visalia <input type="checkbox"/> Tulare <input type="checkbox"/> Porterville <input type="checkbox"/> Other: _____	
Option: Department/Group Volunteer		
I will be volunteering with other Department Employees:		
Organized by:		

I certify that the information provided is complete and correct to the best of my knowledge. I further certify that I am able to perform the necessary job functions and duties as outlined. I understand if for any reason I become unable to perform the functions of my volunteer position, I should advise my supervisor and discontinue my volunteer position.

Employee Signature

Date

Department Head Signature

Date

PLEASE SUBMIT YOUR APPLICATION TO TCVaccineVolunteers@tularecounty.ca.gov