

Chapter: Volunteer Management
Title: Employees and Former Employees as Volunteers

Effective Date: 10/7/08, T-10
Page: 1 of 1
Replaces: VLS.03.03, 11/01/01

ACA Standard(s): N/A

(a) Policy.

Texas Youth Commission (TYC) employees and former employees may participate in the TYC volunteer program. Current employees may participate during off-duty hours and outside the scope of normal job duties.

(b) Procedures.

(1) Current Employees.

- (A) Employees must complete a Volunteer Application (VLS-001) and the Employee Volunteer Agreement form (VLS-002). The employee's immediate supervisor must approve volunteer involvement in accordance with the eligibility criteria described in this policy. A copy of the VLS-002 is placed in the employee's personnel file.
- (B) Employee-volunteers are selected in the same way as other volunteers; see VLS. 01.01 and VLS.01.02 for procedures.
- (C) An employee is not eligible for volunteer involvement:
 - (i) during the first six-months of employment with TYC;
 - (ii) if the employee has received probation, suspension with or without pay, or demotion within the past six months; or
 - (iii) while under investigation and:
 - (I) assigned to an alternative work assignment; or
 - (II) restricted from contact with youth.
- (D) Employee-volunteers receive the same training as other volunteers; see VLS.01.13.
- (E) Employee-volunteers are assigned in compliance with VLS.01.15. Pursuant to PRS.27.23, the assignment will not be similar or identical to duties the individual is employed by TYC to perform.
- (F) An employee may not be individually matched with a youth who is or was assigned to his/her caseload or is or was under his/her supervision either directly or through subordinate supervisors. A JCO may not be individually matched with a youth who is or was assigned to a facility where the JCO is or was employed.
- (G) Except as described in VLS.05.04, an employee may not serve as a member of the community resource council.

(2) Former Employees.

- (A) Former employees are subject to the procedures for volunteer eligibility and selection as set forth in VLS.01.01 and VLS.01.02.
 - (B) The former TYC supervisor, when possible, should be used as one of the personal references for the former employee.
 - (C) Former TYC employees who are classified as ineligible for rehire under PRS.05.04 are not eligible for volunteer enrollment.
 - (D) The former employee may not be individually matched with a youth who was assigned to his/her caseload or under his/her supervision.
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