

**Chapter: Volunteer Management**  
**Title: Volunteer Personnel Record**

**Effective Date:** 10/7/08, T-10  
**Page:** 1 of 2  
**New**

**ACA Standard(s):** N/A

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(a) **Policy.**

Texas Youth Commission maintains a current and accurate personnel file for each enrolled volunteer. The file, in its entirety, is a legal document and access to information in the personnel file is restricted in accordance with the Public Information Act.

The executive director is the records custodian and assigns responsibility for volunteer personnel records to the director of the administrative services and community relations division. Access is restricted. All inactive volunteer personnel files and related records are retained according to the agency records retention schedule.

(b) **Procedures.**

(1) **File Locations.**

- (A) A personnel file for each institution volunteer is maintained in the community relations office.
- (B) A personnel file for each halfway house and parole volunteer is maintained in the appropriate community relations. A working file for each halfway house volunteer containing contact information and job description is maintained at each halfway house, for easy reference.
- (C) A personnel file for every other volunteer is maintained at either the local site or in central office.
- (D) Inactive volunteer personnel files are maintained in a separate location from active volunteer records. Closed files are maintained in accordance with the agency records retention schedule.

(2) **Access to Information in Personnel Files.**

TYC volunteer personnel files are confidential and in kept in locked files in accordance with the Open Records Act.

- (A) Certain information in a volunteer personnel record may be released if requested under the Public Information Act. Public requests for information in a volunteer personnel file will be processed in accordance with GAP.81.1.
- (B) A volunteer's personnel file may be examined only by:
  - (i) the volunteer or the volunteer's designated representative;
  - (ii) supervisory employees responsible for the volunteer's work product;
  - (iii) supervisory employees with a legitimate interest;
  - (iv) the executive director or his/her designee;
  - (v) the representative of a public agency with statutory authority to examine personnel records (e.g., the State Auditor);
  - (vi) any person with a court order authorizing inspection of the file or portions of it, after the approval of the legal department.
- (C) The above referenced individuals may review files as time permits with the proper request. Files may not be removed from the office or any content from the file.
- (D) A supervisor may retain copies of items necessary for supervisory duties.

- (E) A volunteer or supervisor can challenge the validity or appropriateness of any document contained in the personnel file with the approval of the administrative services and community relations director and the legal department. The volunteer and supervisor will be notified by the appropriate authorities prior to action being taken.

(3) **Contents of Personnel Files.**

(A) **Volunteers:**

The personnel file on each selected volunteer must contain the following documents:

- (i) Volunteer Application, VLS-001;
- (ii) Criminal record check request and results indicating whether the applicant is eligible for enrollment, or that an executive exception would be required;
- (iii) Executive exception to exclusionary criminal history rules, if applicable;
- (iv) Volunteer Agreement, VLS-018;
- (v) Confidentiality Agreement for Non-TYC Employees, LS-001;
- (vi) Volunteer Personal Reference, VLS-007;
- (vii) Volunteer Interview, VLS-004;
- (viii) Volunteer Service Job Description, VLS-015;
- (ix) Certification/License for any professional volunteer service requiring such credentials;
- (x) Volunteer/Youth Assignment, VLS-117 (if applicable);
- (xi) Copy of photo ID badge;
- (xii) Volunteer Services Program Evaluation, VLS-023 (for each year of enrollment);
- (xiii) Volunteer Performance Evaluation, VLS-021 (for each year of enrollment);
- (xiv) Volunteer Exit Interview, VLS-027;
- (xv) Documents pertaining to stipends and expense reimbursement for stipend volunteers (i.e., Americorps members, Interns, Foster Grandparents, etc.);
- (xvi) Documents pertaining to disciplinary action; and
- (xvii) Other relevant documentation.

(B) **Employee-Volunteers.**

The personnel file on each selected employee-volunteer must contain the following documents:

- (i) Volunteer Application, VLS-001;
  - (ii) Employee-Volunteer Agreement, VLS-002;
  - (iii) Volunteer Agreement, VLS-018;
  - (iv) Volunteer Interview, VLS-004;
  - (v) Volunteer Service Job Description, VLS-015;
  - (vi) Volunteer/Youth Assignment, VLS-117 (if applicable);
  - (vii) Volunteer Services Program Evaluation, VLS-023 (for each year of enrollment);
  - (viii) Volunteer Performance Evaluation, VLS-021 (for each year of enrollment);
  - (ix) Volunteer Exit Interview, VLS-027; and
  - (x) Other relevant documentation.
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