



DIVISION OF DEVELOPMENTAL DISABILITIES  
Olympia, Washington

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TITLE: EMPLOYEE VOLUNTEER TIME POLICY 8.02

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Authority: Title 29 CFR 785.11, 785.13  
Chapters 356-05, 356-14, 356-15 WAC  
Fair Labor Standards Act (USC 203(e)(4)(a))

**BACKGROUND**

Employees of the Division of Developmental Disabilities (DDD) occasionally request permission to work with clients during off-duty hours.

**PURPOSE**

This policy defines circumstances under which an employee may provide volunteer time for client-related activity with no compensation. This policy does not apply to employees who work with people outside of employment with DDD.

**SCOPE**

This policy applies to all Residential Habilitation Centers (RHCs), Field Services, and State Operated Living Alternatives (SOLAs).

**POLICY**

DDD employees may volunteer their services in areas of client-related activities during off-duty time. DDD shall authorize volunteer services on behalf of clients only when:

1. It can be determined that any activities on behalf of clients do not constitute a conflict of interest between work-related responsibilities and personal interests;
2. Such DDD employees' services directly benefit clients;
3. Volunteer activities do not fall within the scope of work of the employee's job classification and are not the same or similar to the employee's regular work assignment;

4. The employee's request for permission to do volunteer work occurs without direct or indirect coercion by the employer; and
5. The employee registers as a DSHS volunteer and:
  - a. Completes a volunteer registration card;
  - b. Has a current background check clearance;
  - c. Signs a statement describing the activities he/she expects to perform;
  - d. Signs a statement of understanding that no compensation will be requested or accepted for the volunteer activity; and
  - e. Maintains a volunteer activity form as required by local procedures.

**SUPERSESSSION**

Division Policy 8.02  
Issued October 29, 1993

DDD Policy Directive 350.5  
Issued November, 1986

Approved:  /s/ Linda Rolfe  
Director, Division of Developmental Disabilities

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