

Volunteer– Related Injury Procedures:

- ✚ REPORT – no matter how minor, report ALL injuries to your supervisor or County representative
 - Injuries requiring medical attention must also be reported to Human Resources as soon as it is reasonable to do so, but not more than 24 hours post-accident

- ✚ ACCOUNT – Complete the Accident / Incident Report Form

- ✚ TREAT – Medical treatment should be received ONLY from the walk-in/work-med clinic at UBMC – Roosevelt. Emergency Room visits are only acceptable in the case of a SERIOUS medical emergency or if the work-med clinic is closed

- ✚ HUMAN RESOURCES – ALL forms / doctor's notes must be handed in to the Human Resources office within 48 hours of the injury

Duchesne County Human Resources

734 N Center Street

Duchesne, UT 84066

hr@duchense.utah.gov

435-738-1233

Uintah Basin Medical Center

Walk-in / Work-Med Clinic

210 W 300 N

Roosevelt, UT

Monday-Friday: 8 AM - 8 PM

Saturday: 8 AM - 4 PM

Closed Sundays (ER is staffed 24/7)

DUCHESNE COUNTY VICTIM ADVOCATES VOLUNTEER APPLICATION FORM

Date: _____

Name: _____

Address: _____ Email: _____

City: _____ State: _____ Zip: _____ Phone: _____

Emergency Contact Name: _____ Phone: _____

If you anticipate operating a motor vehicle for and in behalf of Duchesne County while acting as a volunteer for the Duchesne County Victim Advocates Program, please fill out the Driver's License Information below.

Driver's License Number: _____ State Issued: _____ Expires: _____

Volunteer Verifications

Have you ever been convicted of a misdemeanor (excluding moving violations) or a felony?

(A "YES" answer to this question is not an automatic disqualification)

YES please explain: _____

NO

You acknowledge that if your application is approved, you will be considered a "volunteer" according to Utah Code Annotated 67-20-1 et. seq. As a volunteer government worker, you receive liability protection and indemnification (reimbursement for legal fees and costs) normally afforded a government employee as long as you are performing duties pre-determined in your scope of work. Your exclusive remedy for personal injury or occupational diseases will be workers' compensation medical benefits.

By making this application, I hereby authorize Duchesne County to perform criminal history background checks, or to obtain any other information of whatever kind in either written or verbal form which relates to my ability to perform the duties of the volunteer position for which I am applying. I release Duchesne County of any liability for the use of this information in considering and reviewing my application.

I CERTIFY THAT ALL STATEMENTS MADE IN THIS APPLICATION ARE TRUE AND COMPLETE, AND THAT ANY MISSTATEMENT OR OMISSION OF MATERIAL FACTS MAY SUBJECT ME TO DISQUALIFICATION OR DISMISSAL

I HAVE READ AND SIGNED THE SEXUAL HARASSMENT POLICY

VOLUNTEER SIGNATURE

DATE

A copy of the completed volunteer application, including checking the box for reading the sexual harassment policy, must be given to the Personnel Department. Please fax form to 435-738-1221. You may also mail or personally deliver to Melissa Yergensen, Human Resources, 734 N. Center Street, P.O. Box 346, Duchesne, UT 8402

Title 6. Non Discrimination

Chapter B. Harassment

- 1. All Legally Prohibited Harassment and Discrimination Prohibited.** The County prohibits the harassment and discrimination of its employees, contractors, consultants, Board of County Commissioners, other elected or appointed officials, and customers in any manner. The County will not tolerate verbal, visual, or any other communication including email, internet, or telephone, physical misconduct, or any other actions by any employee that harasses, discriminates, or that impacts another's job function and performance or who creates a hostile work environment by demeaning or harassing any person based on an individual's gender, race, age, national origin, religion, disability, genetic information, or any other legally protected characteristic.
- 2. Sexual Harassment.** Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when submission to or rejection of this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive work environment.

Sexual harassment can occur in a variety of circumstances, including but not limited to the following:

- The victim as well as the harasser may be a woman or a man. The victim does not have to be of the opposite sex;
- The harasser can be the victim's supervisor, an agent of the employer, a supervisor in another area, a co-worker; or
- The victim does not have to be the person harassed but could be anyone affected by the offensive conduct.

Sexual harassment can occur in different types of situations. For instance, it is illegal sexual conduct (1) if submission to sexual conduct is made either explicitly or implicitly a term or condition of an individual's employment or advancement or (2) where a job benefit is directly tied to an employee submitting to unwelcome sexual advances.

Moreover, conduct can be sexually harassing if the sexual conduct unreasonably interferes with an individual's job performance or creates a hostile, intimidating or offensive work environment without regard to tangible or economic job consequences: the person may not lose pay or a promotion. Such sexual harassment may include, but is not limited to:

- repeated requests for sexual favors
- demeaning sexual inquiries and vulgarities

- offensive language
- other verbal or physical conduct of a sexual or degrading nature
- sexually offensive, explicit or sexist signs, cartoons, calendars, off color jokes, gender stereotyping, literature or photographs displayed in plain view
- offensive or vulgar graffiti.

3. **Reporting Process.** It is helpful for the employee who feels he or she has been the victim of or witness to any illegal harassing behavior to directly inform the harasser that the conduct is unwelcome and must stop. However, such action is not required, but the employee or witness to acts of harassment should document the occurrence.

Employees and/or witnesses must report the incident(s) to his or her supervisor or another member of Management. In the event that the behavior is from an employee's supervisor, the victim or witness can make a report directly to the Personnel Officer or any member of the Board of County Commissioners. If the offending individual is the Personnel Officer, the victim or witness may report the incident to the Board of County Commissioners.

4. **Investigations.** All allegations of discriminatory or harassing behavior will be taken seriously and investigated immediately by the Personnel Officer or another duly delegated individual while maintaining as much as possible the privacy and confidentiality to the parties involved. Where appropriate, immediate corrective action, including termination, may be taken. All claims are encouraged to be reported immediately.

No person shall lose wages or in any way be made subject to any disciplinary action for reporting sexual harassment. The Personnel Officer is explicitly authorized to grant paid leave if necessary to protect the reporting person.

5. **"Zero Tolerance" of Retaliation.** It is important for County employees to know that by law, any retaliation against an employee who opposed any illegal discrimination or harassment or made a charge or participated in an investigation is prohibited under Title VII of the Civil Rights Act of 1964. No employee will be penalized for factual representation of the events. Employee behaviors that are protected include:

- resisting advances, discrimination, or other harassment
- registering a complaint of harassment or discrimination
- supporting the claim of another employee
- picketing in protest of illegal discrimination or harassment
- notifying law enforcement authorities

6. False Claims. In the event it is found that claimant or witness made false accusations or use this policy to intimidate, harass or create groundless claims against another, will be subject to corrective action up to and including termination.

Duchesne County Policies and Procedures Manual (Effective Date: October 15, 2012)
Title 6, Chapter B

Page42