

Retired & Senior Volunteer Program

5730 Chambertin Drive

San Jose CA 95118

(408) 979-7906



Volunteer Benefits and Policies

City of San José Department of Parks, Recreation & Neighborhood Services
Office on Aging



*Parks, Recreation and
Neighborhood Services*

Volunteers

Volunteers **cannot be placed** in the following types of organizations and positions:

- (a) Profit-making organization (exception: proprietary health care),
Examples: (convalescent hospitals, day care centers, etc.),
- (b) Political activities (registration of voters, election boards, campaigning for candidates, and petitions),
- (c) Religious activities (exception: specific community outreach services).

Volunteer registration and enrollment records will not be logged until confirmation of starting date is received from station and/or volunteer.

Volunteers who drive **must** possess a valid California Driver's license.

Volunteers who drive **must** meet minimum California insurance requirements.

Volunteer Hours

1. Volunteer hours start when volunteer begins task at station (same as if employed).
2. Volunteers must have reported at least once in a 180-day period to be considered active in that year. Volunteers who **do not** submit monthly reports for 12 consecutive months will be withdrawn from the program. In order to be reactivated, volunteers must then fill out another RSVP registration form. Please note that RSVP may hold special recognition events through the year and in order to be eligible for these events, you must have volunteered for at least 3 months in that year.
3. Volunteers must volunteer **at least a minimum of 12 hours per month, at a registered RSVP site, to be eligible for travel and meal reimbursements. All reimbursements are a courtesy to the volunteer and are subject to change or discontinuation.**
4. Volunteer monthly reports received after the **8th** of the month will be logged; however, **no reimbursements** will be issued.
5. Active volunteers who have reported for 3 consecutive months prior to May 31st will be invited to an Annual RSVP Recognition Event.
6. Volunteers requesting mileage reimbursement must send in a line item report. Dates, hours and mileage must be clearly shown for each day - **no ditto marks or squiggly lines.** If you are not requesting reimbursement you can submit your monthly report with your total hours volunteered, but please break it down if you volunteer at more than one RSVP station.

Volunteer Benefits - Travel

RSVP volunteers are eligible for reimbursement of travel and meal expenses which would otherwise inhibit or prevent them from rendering their volunteer services.

1. Travel reimbursement is to be on a round trip basis from the volunteer's home to the station only. Project funds **will not be used to reimburse volunteers for expenses, including transportation costs, incurred while performing volunteer driving assignments. Example - pick up and delivery of food, etc. (There are some exceptions to this rule, if you have questions you may call our office)**
2. Volunteer must perform volunteer service **for a minimum of 12 hours per month, at a registered RSVP site, to receive reimbursement. Mileage to meetings at other sites in connection with the volunteer assignment will not be covered.**
3. Reimbursement for volunteers driving their personal vehicles will be at \$0.20 per mile, up to 75 miles per month. **(Mileage rate may change subject to grant budget.)**
4. Each volunteer who drives must have on file with RSVP:
 - driver's license number and expiration date

Volunteers who do not meet RSVP guidelines will not be covered by RSVP excess automobile liability insurance, and will not be reimbursed for travel.
5. If a volunteer is requesting mileage reimbursements, then the volunteer timesheets must be signed by **both** the volunteer and program supervisor. If a volunteer is not requesting any reimbursement then the volunteer can sign their report and send it in without the program supervisor's signature.
6. All reports must be in the RSVP office by the **8th of every month**.
7. If a Senior (65 or older) Flash pass is used for Santa Clara County Transportation, the pass must be attached to the monthly report. Bus Flash pass reimbursement will be \$8.00. **Bus Flash pass must be used a minimum of three times a month as transportation to and from the volunteer's site.**
8. Volunteers who use State-, County-, City- or Federally subsidized transportation **can** be reimbursed for transportation costs at the same rate of the bus pass reimbursement (\$8.00). Example - Paratransit, Outreach, etc.
9. **No checks will be written for less than \$3.00.**

Volunteer Benefits - Meals

Meal reimbursement is available for those volunteers whose work shift of **4 hours or more** takes them through a meal hour.

1. Volunteers who eat at a federally-subsidized nutrition program cannot be reimbursed for lunch. Nutrition sites at senior centers are federally funded.
2. Volunteers whose stations provide meal tickets for volunteers will not be reimbursed for meals.
3. Volunteers who take brown bag lunches from home will not be reimbursed.
4. Total cost of meal must be shown on monthly report with receipts attached. Reimbursement will be at \$1.25 per meal, for a maximum of 8 meals per month (\$10). **(Meal reimbursements are subject to grant budget.)**

Insurance

Retired Senior Volunteers and, indirectly, the agencies to which they are assigned, are insured through the Federal Agency, Corporation for National Service, and its insurance company as follows:

1. Each volunteer is insured for:
 - A. Accident coverage \$25,000
 - B. Personal liability \$1,000,000
 - C. Excess automobile \$500,000 (each occurrence)
2. Each volunteer driver enrolled in RSVP must carry automobile insurance as required by California State law:
 - \$15,000/\$30,000 (minimum) Bodily Injury
 - \$ 5,000 (minimum) Property Damage
3. Volunteers who drive must possess a valid California Driver's license.