



St. Johns County Administrative Code
Section: Human Resources

Title:	403 Volunteers	Issued: January 2006
Reference: Fair Labor Standards Act (FLSA) F. S. 435		Revised: April 2008 June 2012 January 2023

403.1 Policy

Under the Fair Labor Standards Act (FLSA), the term employee does not include any individual who volunteers to perform services for a governmental agency. An employee of the County cannot volunteer to perform the same type of service for which the employee is paid. If the volunteer work is considered the same, then the employee must be compensated for all hours worked and this would include overtime for any hours worked over forty (40) hours in a week.

County employees are not permitted to volunteer in any County department or office without prior approval from their Department Director and verification from the Human Resources Department that the activity complies with FLSA requirements. Leave requests may be required if such volunteer work is performed during the employee's assigned work schedule.

403.2 Insurance

Volunteers must sign a waiver, releasing/absolving St. Johns County from any, and all, claims arising from their involvement in County volunteer programs. At its discretion or in compliance with State and Federal law, St. Johns County may offer the following protections to volunteers:

Liability Claims

The County's Liability Coverage may be extended to volunteers to protect and defend them if sued for an action taken while conducting County business within the scope of their volunteer responsibilities. Volunteers may be covered for claims made against them individually or as part of a joint claim.

Auto Liability Claims

The primary insurance coverage will be through the volunteer's personal automobile insurance policy for liability claims arising from accidents involving the use of a volunteer's private vehicle while conducting County business under normal circumstances.

On the Job Injuries

Workers' Compensation insurance will be provided for volunteers injured while conducting County Business.