



## End/Termination of Volunteers' Service

### At-Will Service:

Volunteers, at any moment, can submit a letter of resignation to their direct supervisor if they do not wish to continue with the organization. Ensure that volunteer provides written, signed statement of voluntary resignation addressed to the direct supervisor.

- Written letter should identify reasons for resignation and anticipated date of resignation
- It is suggested that the volunteer give a minimum of two weeks' advance notice

### Corrective Action:

Corrective action may be taken if the volunteer's work is unsatisfactory. Corrective action is within the discretion of the Director/Site Coordinator/HR/Volunteer Coordinator and may include:

- Additional supervision
- Reassignment
- Retraining with possible suspension
- Referral to another volunteer position
- Dismissal from BGCC

### Termination:

Volunteers who do not adhere to the policies and procedures or who fail to satisfactorily perform their volunteer assignment are subject to dismissal. Problems with volunteers should be immediately brought to the attention of HR/Volunteer Coordinator. In the case of serious misconduct by a volunteer that endangers the physical or psychological welfare of members, the Director/Site Coordinator in charge is authorized to immediately suspend volunteer(s) engaged in misconduct. HR/Volunteer Coordinator must be informed of volunteer termination in order to properly close out file.

If appropriate, the following must be completed before the volunteer's last day of service:

- Inform Volunteer Coordinator and HR Department
- Volunteer should complete *Volunteer Experience Exit Survey*
- Site Coordinator should complete *Volunteer Exit Survey for Directors*
- Submit all *Volunteer Service Hours Log Sheets*
- Assure all documents listed under *Volunteer Record Keeping Checklist* are provided
- Inform Volunteer Coordinator/HR Department if volunteer has any BGCC property to return
- To fill available position, please see *Volunteer Procedures*