



INTEROFFICE MEMO

EUGENE WATER & ELECTRIC BOARD

Rely on us.

TO: Commissioners Farmer, Brown, Cassidy, Cunningham and Ernst

FROM: Tammy Den Ouden, Corporate Services Management Assistant
& Kate Bergman, Distribution Engineering Technician 111

CC: Employee Volunteer Group (EVP)

RE: Employee Volunteer Program (EVP)

In June, 2007, Kate Bergman and Ken Beeson made a presentation to the EMT introducing a grass roots employee volunteer program. This was fostered by an idea of creating a far reaching volunteer effort other than EWEB's yearly Day's of Caring. The vision began as "Adopt an Agency" where employees & retiree's would volunteer on their own personal time to complete needed projects within our community. We knew there were many likeminded employees who had a desire to give back to our community and help with the difficult issues that non-profits and individuals face day to day. The EMT issued a "green light" to move forward with this idea with the understanding that the employees would be volunteering their time, but EWEB would support their commitment.

Any EWEB employee or retiree who wanted to be part of the "Core Team" was invited to be part of what would soon become recognized as the Employee Volunteer Group (EVP). Meetings began in January, 2008. Regular meetings were established every other Monday during the lunch hour, where the core team employees volunteer their time.

Although the EVP is a volunteer group, a basic structure was established. A vision was created, objectives were decided upon, roles & responsibilities were determined and project selection criteria were approved.

In 2008, the EVP successfully implemented 4 projects.

1. Pearl Buck

- Over 200 Hours of EVP Participation over several weekends & evenings
- Built a playground on an empty field
- EWEB Recognized by Pearl Buck as Volunteer of the Year
- Positive Register Guard Article – EWEB named Volunteer Of The Month
- 14 employees worked 8 hours on Day of Caring @ PBC in addition to non-paid work

2. Food For Lane County

- 271+Volunteer Hours in 2008 = 20+ Volunteers
- Last Wednesday of every month – 6-9pm
- Ongoing every month
- EWEB Holiday Food Drive

3. Adopt-A-Path

- Adopted bike path along the river from EWEB to Autzen foot bridge
- Quarterly trash and vegetation clean up
- 20+ Hours through 2+ events

4. Mckenzie River Clean Up

- 21 Hours – One time event
- Renew and preserve beauty of Mckenzie right on or near EWEB property.

In 2009, the EVP has successfully implemented (So Far):

5. Jakobi Mulgrave Fundraiser @ Applebees

- 60+ Hours on a March Saturday morning @ 2 Applebees Locations
- 16+ EWEB Volunteers
- Raised \$1,112

6. Food For Lane County

- 100+ Hours in 2009, So Far = 20+ Volunteers
- Last Wednesday of every month – 6-9pm

7. HIVAlliance – April 25th & 26th, 2009

- 7 Volunteers and 60 Hours
- Removed concrete sidewalk & large asphalt outdoor entry area
- Prepared large area with rock & sand for pavers to be laid by U of O designbridge students. Volunteers worked alongside Designbridge students all day
- EVP coordinated volunteer work with local Electrical Contractor
- EVP secured new door & window for new entry
- EVP secured sand and rock from local contractor

To date, EWEB's Employee Volunteer Program has had many successes. The United Way agencies and environment has also benefitted. Our Core Team and our many volunteers are dedicated to making a difference in our community. The EVP has truly been a group effort of hands & heart to give back to others, realizing that the real gift comes back to us and to EWEB as stewards in our community.

The efforts align strategically with EWEB's Mission, Vision and Values. The plan going forward is to keep the EVP active and continuously moving up the path of positive impacts to the community.

*“We cannot live for ourselves alone.
Our lives are connected by
a thousand tiny threads, and
along these sympathetic fibers, our
actions run as causes and return
to us as results.”*

--Herman Melville



EVP Handbook



Vision

We aspire to be an organization where employees and retirees partner together with strong hands and open hearts to strengthen the links between employee giving and the needs of our community, its citizens and our environment

Goals

- Establish a sustainable Employee Volunteer Program (EVP) at EWEB
- Encourage broad participation among employees and retirees
- Demonstrate EWEB's Commitment to our community, its citizens, and our environment

Objectives

- Develop a Core Team structure, Roles, and Responsibilities.
- Develop a path to process ideas and suggestions
- Develop criteria and an evaluation process for determining which projects EVP will undertake.
- Generate tangible support from the EMT for the EVP.
- Develop broad-based support from managers, supervisors and front-line employees.
- Develop contacts, liaisons, communication links, etc. with Retirees.
- Develop consistent measures of EVP activities.
- Develop tools for communicating about the EVP Activities with interested persons.
- Determine what the needs are in the community.
- Engage in projects that support our community, its citizens, and our environment.

EVP
Volunteer Project Request Form



Date: _____ Contact Name: _____ Phone: _____

What volunteer opportunity are you proposing (describe the scope of work):

If you are an organization requesting help, can you describe your organization?

How can the EVP help?

What kind of resources would you be requesting from the EVP?

What is the timeframe you are requesting (please be specific):

Are there other organizations also participating with your volunteer project?



MEMORANDUM

EUGENE WATER & ELECTRIC BOARD
PROPERTY MANAGEMENT SECTION

Rely on us.

TO: EWEB Volunteer Program
FROM: EWEB Executive Management Team
DATE: April 25, 2008
SUBJECT: Use of EWEB Equipment

The Eugene Water & Electric Board is committed to and supports our community, its citizens, and our environment. To encourage EWEB employees to also participate in and contribute to our community and the environment individually, through their organized Employee Volunteer Program, the Executive Management Team are willing to allow the use of EWEB equipment under the following conditions:

- The use of equipment is subject to its availability. Utility work has priority.
- The equipment will be operated only by qualified employees in a safe and responsible manner, protecting the operator, the public, and the public's investment.
- The equipment will be loaned to the EVP and not citizens or the agencies the EVP is helping.
- The utility will provide the fuel and maintenance for the equipment.
- The equipment may be used only on EVP sanctioned projects meeting EVP Project Criteria.
- The loan of equipment will be granted on a case-by-case basis by the Section Supervisor responsible for the equipment. The utility reserves the right to not loan equipment for any reason and in its sole discretion, without cause. It also reserves the right to withdraw this allowance at any time for any reason.

The utility is prepared to provide the equipment on this limited basis to further its goal of being a good corporate citizen and to support employee volunteer efforts.

EUGENE WATER & ELECTRIC BOARD

WAIVER OF LIABILITY

I, _____, [please print name] have requested to shadow an Eugene Water & Electric Board (EWEB) employee in the performance of their work for my own personal reasons. "Shadowing" is defined as riding with and watching an EWEB crew as they perform their scheduled work. My participation is a courtesy of EWEB because of my request and is not connected in anyway to the utility or the work being performed:

I understand that utility work is dangerous and that there are risks associated to my proximity to the worksite. I understand the risks and herein, do agree to accept those risks. I further agree to hold EWEB, its employees, representatives, supervisors, managers, agents, Board, and officers completely harmless and blameless in the event I may be injured due to my participation in this/these activities. I agree to assume any and all personal risks of injury, property damage, and potential costs that may arise or be caused to occur through my participation.

I understand that I have requested to observe this work as a private party and that I am not an employee of EWEB nor its agent in anyway, and therefore, I am not entitled to any monetary consideration, benefits, medical coverage, retirement, and/or any other form of consideration afforded to EWEB's employees, contractors, agents, officials, managers, supervisors, volunteers, temporary employees, or Board of Commissioners.

I do certify that I have medical insurance coverage and that I will make EWEB aware of all contact information in case of an emergency.

I understand that I cannot participate in any EWEB work related activity until I have signed this WAIVER OF LIABILITY and that any attempt to circumvent the signing of this waiver is a fraudulent action and is not within parameters of the parties understand and/or agreement.

I have read and understood the above WAIVER OF LIABILITY and I accept all of the conditions stated therein.

Signature of Participate: _____ Dated _____

Address: _____

Phone No.: _____

Witnessed by: _____

Address of Witness: _____

Requesting Employee's Signature: _____ Dated _____

Supervisor's Signature: _____ Dated _____

No person under 18 years of age is approved to participate in any EWEB activity without first obtaining the written approval of parent or guardian, and thereby said parent or guardian's agreement to any and all the conditions set forth above.

**CONDITIONS OF VOLUNTARY PARTICIPATION IN
EWEB EMPLOYEE VOLUNTEER PROGRAM
(Waiver of Liability)**

You are volunteering for participation in a Volunteer Program activity on EWEB, public or private property. You are volunteering for these activities without compensation. Participation in an EWEB Employee Volunteer Activity is not part of any existing EWEB/employee relationship and specifically does not create any new employment relationship between the volunteer and EWEB or create any liability whatsoever for EWEB. The volunteer agrees that he or she is not acting as an EWEB employee or agent by participation in the volunteer activity.

The undersigned volunteer acknowledges that if he or she is involved in any accident which involves tort liability, personal property damage, motor vehicle liability or other physical damage, uninsured motorist claim(s), personal injury, medical/disability accident or any other type of accident during the course of volunteer participation, the volunteer agrees to hold EWEB, its Board, officers, employees, and agents harmless from any and all potential claims relating to or in any way arising out of the undersigned's voluntary involvement in the activity.

Please carefully read the following, and sign below.

PERSONALLY OWNED OR HIRED PROPERTY

If you use personally owned or hired property in the course of this volunteer activity, you are responsible for such property and it is up to you to carry insurance on that property. This Volunteer Program does not provide personal property damage protection of any kind. Proof of insurance must be furnished upon request.

MOTOR VEHICLE LIABILITY/PHYSICAL DAMAGE, UNINSURED MOTORIST, PERSONAL INJURY PROTECTION

The volunteer is responsible and liable for their own vehicle insurance coverage. Please talk with your insurer concerning Automobile Insurance coverage and your personal insurance coverage for risks related to this volunteer activity.

MEDICAL/DISABILITY INSURANCE

It is your responsibility to acquire whatever personal medical insurance coverage you desire. The undersigned acknowledges and agrees that these voluntary activities are not covered by workers' compensation or any other insurance coverage not otherwise specifically available to the volunteer.

REPORTING RESPONSIBILITY

Any time you are involved in any incident, accident or other potential liability or exposure while performing the volunteer activities, you must inform the program leader as soon as possible.

CERTIFICATION

As a volunteer and while performing such activities, I understand that neither EWEB, the volunteer program, nor any other party will provide medical and accidental death, dismemberment and disability coverage for me, in the event I suffer injury due to an accident while participating in volunteer activities. By signing below, I agree to hold EWEB harmless from any and all claims, suits or other legal actions.

I, for myself, my heirs, executors, administrators and assigns—release and forever discharge EWEB from any and all demands or claims for damage or injury, from any cause of suit or action, known or unknown, that I might have against EWEB and/or its officers, agents or employees, and from all liability under the Oregon Tort Claims Act, ORS 30.260-300, for any and all harm to my health in any manner resulting from or arising out of my volunteer activities. EWEB is not liable for any compensation whatsoever related with these activities.

I further certify that I volunteered for these activities on my own accord and understand the potential risks associated with such volunteer activity. In the event I am injured while performing volunteer activities, I will notify my contact person.

I HAVE READ AND UNDERSTAND THE RISKS AND CONDITIONS OF THE ABOVE HOLD HARMLESS AGREEMENT. THIS WAIVER SHALL REMAIN IN EFFECT FOR ALL VOLUNTEER ACTIVITIES UNDERTAKEN BY THE UNDERSIGNED FROM THIS DATE FORWARD AND SHALL SURVIVE COMPLETION OF ANY AND ALL SUCH ACTIVITY.

Please Print

Name (Last, First, MI)	Parent/Guardian Permission (signature)
Street Address City State Zip	Telephone
Volunteer signature (Parent Signature Required if Under Age 18)	Date

In case of emergency, please notify
Home Phone _____ Work Phone _____

No one under the age of 18 may participate in this activity unless signed by a parent or guardian

EVP PROJECT PATH

