

# **City of Newport, Rhode Island**

## **Senior Volunteer Work Program**

Rev: August 2010

### **PROGRAM:**

Volunteering can be an incredibly rewarding experience – that’s why so many people do it. It’s a great way to help others, share your life experiences and wisdom – plus you can always learn something new. As part of America’s *Retired and Senior Volunteer Programs (RSVP)* the City of Newport established a *Senior Volunteer Work Program* on July 1, 2010 offering its Senior residents, ages 55 and older, an opportunity to perform volunteer work for the municipality as determined by City Administration.

### **PROGRAM PURPOSE:**

There are two volunteer programs offered to Senior Newport residents, (1) City-wide voluntarism for any Newport resident age 55 or older and, (2) City Hall Greeter for qualified Newport residents ages 65 years or older who may be entitled to receive a maximum **tax reduction of \$500.00** on their City of Newport real estate tax bill per fiscal (July – June) year in lieu of hourly compensation while serving in such capacity. If the tax reduction is provided, it will be applied as a tax abatement on one’s real estate tax bill for the year one served in the Program.

### **QUALIFICATIONS:**

#### **Applicants Qualifications for Programs 1 and 2**

Applicants must meet each of the following criteria to be considered eligible for consideration into this Program:

1. For Program 1 and 2, applicants must be a Newport resident at the time of application.
2. For Program 1 – applicants must be at least fifty-five (55) years of age or older and able to provide own transportation.
3. For Program 2 – applicant’s must be at least sixty-five (65) years of age as at the time of application and able to provide own transportation.
4. For Program 2 – applicant’s must have an annual household income of not more than \$44,800.00 for a one-person household; or not more than \$51,200.00 annually for a two-person household.
5. For Program 1 and 2, applicant’s must be able to fulfill the essential functions of the position with or without accommodations as may be requested by the selected applicant;
6. For Program 1 and 2, applicant’s must fully complete, sign and submit an application for the *Senior Volunteer Work Program*.

#### **Program Details**

The *Senior Volunteer Work Program* is subject to the following criterion which may be subject to change at the City’s sole discretion:

1. The number of available positions will be determined by City Administration as well as the scheduling of work hours, days and location.
2. Individuals engaged in this position through this Program will be considered “voluntary” and not be subject to any provision of the City’s Codified Ordinances concerning hourly compensation, fringe benefits, or made part of any collective bargaining agreement.
3. Applicants will be evaluated and selected for available positions according to one’s ability to perform the essential functions of the position and the availability of the applicant.

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4. For Program 2, the maximum tax abatement one may be entitled to is **\$500.00 per fiscal year** which may be provided to qualified individuals who work a total of **67 ½ hours** during a 12-month period.
5. For Program 2, the City may take under review a lesser and prorated tax abatement for qualified individuals who work less than 67 ½ total hours in a 12-month duration by multiplying the total number of hours worked in a 12-month duration by the current Rhode Island Minimum wage.
6. A bi-weekly time record will be maintained by the department for all hours worked.

### **RECRUITMENT**

#### **Advertising**

Positions are advertised externally based upon need. Human Resources' is responsible for placing all recruitment advertising.

Program Applications may be obtained and submitted to the City's Human Resources Office.

#### **Interview Process**

Human Resources or the hiring manager will screen the *Senior Volunteer Work Program* application prior to scheduling interviews. Initial interviews are generally conducted by either Human Resources or the hiring manager. After the interview process, the department director or hiring Manager will have the responsibility for making a hiring recommendation.

All Program applications will be forwarded to Human Resources for processing and appropriate retention. Human Resources will provide notification to all applicants who are or are not selected for the position.

### **INITIAL START DATE, ORIENTATION AND SCHEDULING**

On the initial start date, the choice candidate will complete required paperwork with the Office of Human Resources and be provided with an orientation by the appropriate department.

A "coverage schedule" will be developed by the department and made available to all individuals selected as participant in the Program. The schedule will consist of the hours to be covered by each individual as well as the days within each week.

Scheduling conflicts must be communicated to the department Manager by all Program participants in advance or before the beginning of the next work week.

Program participants must promptly and directly notify the department Manager, or his/her designee, in the event he/she is unable to satisfy a scheduled coverage date and/or time.