



Michigan
**Farmers
Market**

A S S O C I A T I O N

Volunteer Policy

Mission

MIFMA ADVANCES FARMERS MARKETS TO CREATE A THRIVING MARKETPLACE FOR LOCAL FOOD AND FARM PRODUCTS.

Vision

THE MICHIGAN FARMERS MARKET ASSOCIATION PLACES FARMERS MARKETS AT THE FOREFRONT OF THE LOCAL FOOD MOVEMENT AND WORKS TO ENSURE THAT ALL RESIDENTS HAVE ACCESS TO HEALTHY, LOCALLY GROWN FOOD AND THAT MICHIGAN FARMERS MARKETS RECEIVE POLICY SUPPORT.

Core Purpose

TO EMPOWER COMMUNITIES AND THEIR RESIDENTS TO CONNECT WITH LOCAL FOOD AND FARMING

Core Values

WE BELIEVE IN...

INTEGRITY & QUALITY ~ OF EACH OTHER AND OF OUR FOOD SOURCES

COMMUNITY & BELONGING ~ BY INCLUDING AND NOT ISOLATING

DIVERSITY & UNITY ~ WORKING TOWARDS SHARED VALUES AND COMMON GOALS WHILE RESPECTING DIFFERENCES

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1. INTRODUCTION

1.1 PURPOSE OF THE POLICY

These formal policies will be used as a guide for consistent and fair treatment of Michigan Farmers Market Association (MIFMA) volunteers. MIFMA reserves the right to modify or discontinue use of any of these policies or the benefits in this policy, with Board approval, at any time.

1.2 APPLICATION OF POLICIES

Unless otherwise provided, the policies set forth here apply to all MIFMA volunteers. All of the provisions of this policy are in effect at all times while the person is engaging in MIFMA business, regardless of location. These policies govern volunteer related issues of MIFMA despite any past practices or former policies.

1.3 SEVERABILITY

If one or more of the provisions of this policy are superseded by, or become in conflict with, State or Federal law, or if any provision is determined by a court to be inappropriate and void, then the balance of the policy remains in effect.

2. DEFINITIONS

2.1 VOLUNTEER OF MIFMA

A volunteer is any person who performs or offers to perform a service voluntarily on behalf of the Michigan Farmers Market Association (MIFMA). A volunteer performs services for and directly related to the business of MIFMA or in support of activities of MIFMA without promise, expectation or receipt of compensation.

3. SELECTION PROCEDURES

3.1 ACCOMMODATION OF DISABILITIES

Consistent with State and Federal law, MIFMA will make reasonable accommodations to volunteers with disabilities or handicaps, as long as that reasonable accommodation does not impose an undue hardship on MIFMA. Volunteers with disabilities or handicaps must notify MIFMA within 182 days of the date that the individual knows, or should know, that a reasonable accommodation is needed. Failure to provide the proper notification will preclude any claim that MIFMA failed to accommodate the volunteer.

3.2 CRIMINAL BACKGROUND CHECKS

MIFMA reserves the right to obtain a criminal background check to the extent allowable by current law.

3.3 CONFLICT OF INTEREST

Volunteers must disclose any employment or association with any business or organization which may have values or policies inconsistent with MIFMA's mission, or which may compete with MIFMA in the course of normal business or in requirements of the person's time and energy.

4. OPERATING PROCEDURES

4.1 OFFICE HOURS

MIFMA will be open to the public from 9:00 a.m. until 5:00 p.m. Monday through Friday, unless otherwise stated. Known exceptions to this procedure will be for holidays, and other days as determined by the Director. MIFMA may close when Michigan State University (MSU) administrative and maintenance staff is not present. Safety and security concerns may cause the office to be closed when the University is not open due to inclement weather.

4.2 ATTENDANCE

Prompt and regular attendance is an essential part of every volunteer position at MIFMA. We ask that all volunteers attend each day of which they are scheduled unless they receive prior authorized approval from the Director. Unnecessary, frequent, or habitual tardiness or absence will result in disciplinary action, up to and including termination. Volunteers should allow for sufficient travel time when there is severe weather. Volunteers should notify the Director or MIFMA staff if they will not be able to report to their duties on time.

4.3 DRESS CODE AND PERSONAL APPEARANCE

All volunteers are expected to dress professionally and with an appreciation that they serve MIFMA members and are in the public eye. MIFMA recognizes the need for MIFMA volunteers to dress within reason and in conjunction with their normal duties. To meet these objectives, volunteers should wear attire that is consistent with job responsibilities and should not jeopardize the safety of the person or distract others. The Director has the sole discretion to determine whether or not the person's attire is appropriate. Any volunteer reporting to an event in inappropriate clothing, as determined by the person's supervisor, will be sent home to change.

4.4 ACCPETABLE USE OF TECHNOLOGY

MIFMA recognizes the value of electronic resources to improve communication and enhance effectiveness and efficiency of personnel. MIFMA encourages the responsible use of computers, networks, and other electronic resources in support of the mission of the association.

Volunteers must respect copyright and license agreements, safeguard MIFMA accounts and passwords, protect MIFMA data from unauthorized use or disclosure, abstain from revealing or publicizing proprietary or confidential information, and avoid the transmission of threatening or obscene materials or correspondence.

5. TRAVEL AND OTHER EXPENSE REIMBURSEMENT POLICY

5.1. PURPOSE

The MIFMA Board recognizes that volunteers may be required to travel or incur other expenses from time to time to conduct business and to further the mission of the association. The purpose of this policy is to ensure that (a) adequate cost controls are in place, (b) travel and other expenditures are appropriate, and (c) to provide a uniform and consistent approach for the timely reimbursement of authorized expenses incurred by volunteers. It is the policy of MIFMA to reimburse only reasonable and necessary expenses actually incurred by volunteers. When incurring business expenses, MIFMA expects volunteers to:

- Exercise discretion and good business judgment with respect to those expenses;
- Be cost conscious and spend MIFMA's money as carefully and judiciously as the individual would spend his or her own funds; and
- Report expenses, supported by required documentation, as they were actually spent.

5.2. EXPENSE REPORT

Expenses will not be reimbursed unless the individual requesting reimbursement submits a written expense report. The expense report must include:

- The individual's name, mailing address and signature;
- If reimbursement for travel is requested, the date, origin, destination and purpose of the trip; and
- An itemized list of all expenses for which reimbursement is requested.

5.3. RECEIPTS

Receipts are required for all expenditures billed directly to MIFMA, such as airfare and hotel charges. No expense will be reimbursed to a volunteer unless the individual requesting reimbursement submits with the expense report receipts from each vendor showing the vendor's name, a description of the services provided (if not otherwise obvious), the date, and the total expenses, including tips (if applicable).

5.4. GENERAL TRAVEL REQUIREMENTS

A. Advance Approval. All trips involving air travel or at least one overnight stay must be approved in writing in advance by the Director.

B. Necessity of Travel. In determining the reasonableness and necessity of travel expenses, the volunteer and the person authorizing the travel shall consider the ways in which MIFMA will benefit from the travel and weigh those benefits against the anticipated costs of the travel. The same considerations shall be taken into account in deciding whether a particular individual's presence on a trip is necessary. In determining whether the benefits to MIFMA outweigh the costs, less expensive alternatives, such as participation by telephone or video conferencing, or the availability of local programs or training opportunities, shall be considered.

C. Personal and Spousal Travel Expenses. Individuals traveling on behalf of MIFMA may incorporate personal travel or business with their MIFMA-related trips; however, volunteers shall not arrange MIFMA travel at a time that is less advantageous to MIFMA or involving greater expense to MIFMA in order to accommodate personal travel plans. Any additional expenses incurred as a result of personal travel, including but not limited to extra hotel nights, additional stopovers, meals or transportation, are the sole responsibility of the individual and will not be reimbursed by MIFMA. Expenses associated with travel of an individual's spouse, family or friends will not be reimbursed by MIFMA.

5.5. AIR TRAVEL

A. General. Air travel reservations should be made as far in advance as possible in order to take advantage of reduced fares. MIFMA will reimburse or pay only up to the cost of the lowest coach class fare available for direct, non-stop flights from the airport nearest the individual's home or office to the airport nearest the destination.

B. Saturday Stays. Volunteers traveling on behalf of MIFMA are not required to stay over Saturday nights in order to reduce the price of an airline ticket. Volunteers who choose to stay over a Saturday night shall be reimbursed for reasonable lodging and meal expenses incurred over the weekend to the extent the expenses incurred do not exceed the difference between the price of the Saturday night stay and the price of the lowest available ticket that would not include a Saturday night stay. To receive reimbursement for such lodging and meal expenses, the individual must supply, along with the expense report, documentation of the amount of the difference between the price of the Saturday stay and non-Saturday stay airline tickets.

C. Frequent Flyer Miles and Compensation for Denied Boarding. Volunteers traveling on behalf of MIFMA may accept and retain frequent flyer miles and compensation for denied boarding for their personal use. Individuals may not deliberately patronize a single airline to accumulate frequent flyer miles if less expensive comparable tickets are available on another airline.

5.6. LODGING

Volunteers traveling on behalf of MIFMA may be reimbursed at the single room rate for the reasonable cost of hotel accommodations. Convenience, the cost of staying in the city in which the hotel is located, and proximity to other venues on the individual's itinerary shall be considered in determining reasonableness. Volunteers shall make use of available corporate and discount rates for hotels. "Deluxe" or "luxury" hotel rates will not be reimbursed.

5.7. OUT-OF-TOWN MEALS

Volunteers traveling on behalf of MIFMA are reimbursed for the reasonable and actual cost of meals (including tips) subject to a maximum per diem meal allowance of \$40.

5.8. GROUND TRANSPORTATION

Volunteers are expected to use the most economical ground transportation appropriate under the circumstances and should generally use the following, in this order of desirability:

Courtesy Cars. Many hotels have courtesy cars, which will take you to and from the airport at no charge. The hotel will generally have a well-marked courtesy phone at the airport if this service is available. Volunteers should take advantage of this free service whenever possible.

Airport Shuttle or Airport Bus. Shuttles or buses generally travel to and from all major hotels for a small fee. At major airports such services are as quick as a taxi and considerably less expensive. Airport shuttle or bus services are generally located near the airport's baggage claim area.

Taxis. When courtesy cars and airport shuttles are not available, a taxi is often the next most economical and convenient form of transportation when the trip is for a limited time and minimal mileage is involved. A taxi may also be the most economical mode of transportation between an individual's home and the airport.

Rental Cars. Rentals are expensive so other forms of transportation should be considered when practical. Volunteers will be allowed to rent a car while out of town provided that advance approval has been given by the director and that the cost is less than alternative methods of transportation.

5.9. PERSONAL CARS

Volunteers may be compensated for use of their personal cars when used for MIFMA business. When individuals use their personal car for such travel, including travel to and from the airport, mileage will be allowed at the currently approved IRS rate per mile. In the case of individuals using their personal cars to take a trip that would normally be made by air (e.g., Lansing to Milwaukee) mileage will be allowed at the currently approved rate; however, the total mileage reimbursement will not exceed the sum of the lowest available round trip coach airfare.

5.10. PARKING/TOLLS

Parking and toll expenses, including charges for hotel parking, incurred by volunteers traveling on MIFMA business will be reimbursed.

5.11. ENTERTAINMENT AND BUSINESS MEETINGS

Reasonable expenses incurred for business meetings or other types of business-related entertainment will be reimbursed only if the expenditures are approved in advance by the Director of MIFMA.

Detailed documentation for any such expense must be provided, including:

- Date and place of entertainment;
- Nature of expense; and
- Vendor receipts showing the vendor's name, a description of the services provided, the date, and the total expenses, including tips (if applicable).

5.12. NON-REIMBURSABLE EXPENDITURES

MIFMA maintains a strict policy that expenses in any category that could be perceived as lavish or excessive will not be reimbursed. The costs of parking tickets and fines are the responsibility of the volunteer and will not be reimbursed. Alcohol is non-reimbursable.

6. ANTI-HARASSMENT POLICY

6.1 NONDISCRIMINATION POLICY

It is the policy of the Michigan Farmers Market Association to practice nondiscrimination based on age, ancestry, color, disability or handicap, national origin, race, religious creed, sexual orientation, gender identity or veteran status. MIFMA does not approve, nor will it condone, any action or behavior that would result in harassment or discrimination in any of these areas.

6.2 SEXUAL HARASSMENT POLICY

Sexual harassment is a form of sex discrimination and is prohibited by State and Federal law. It is not easy to define precisely what harassment is. However, sexual harassment is defined as unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct or communication of a sexual nature when:

- Submission to such conduct or communications is made a term or condition, either explicitly, or implicitly to obtain employment;
- Submission to or rejection of such conduct or communication by an individual is used as a factor in decisions affecting such individual's employment; or

- Such conduct or communication has the purpose or effect of substantially interfering with an individual's employment or creates an intimidating, hostile or offensive employment environment.

Any type of sexual harassment is absolutely prohibited at MIFMA. Sexual harassment applies to the conduct of a supervisor toward a subordinate, an employee toward another employee, a non-employee toward an employee, or an employee toward an applicant for employment. Sexual harassment can apply to conduct outside the workplace as well as on the work site. Any person who believes that the actions or words of a fellow volunteer, employee or contractor, or member of management, constitute unwelcome sexual harassment is strongly encouraged to report the incident as soon as possible to the MIFMA Director. While MIFMA prefers that all complaints be presented in written form, all complaints of sexual harassment, in any form, will be addressed.

The MIFMA Director will investigate all complaints of harassment promptly, in an impartial manner, and as confidentially as possible. If the person accused of sexual harassment is the Director, then the complaint is to be promptly reported to the Chairperson of the Board. Likewise, should any Board member be accused of sexual harassment against an employee or contractor, then the complaint should be lodged with the Director. Any volunteer, employee or contractor who, after investigation, is found to have engaged in sexual harassment will be subject to disciplinary action, up to and including termination.

7. DRUG AND ALCOHOL POLICY

7.1 DRUG/ALCOHOL FREE ENVIRONMENT

It is MIFMA's desire to provide a safe and drug-free environment. Volunteers are required to report for duty in an appropriate mental and physical condition so they can perform in a satisfactory manner. While on MIFMA's premises, and while conducting business-related activities off MIFMA's premises, no person may use, possess, distribute, sell or be under the influence of illegal drugs or alcohol.

The legal use of prescribed drugs is permitted only if it does not impair a person's ability to perform the essential functions effectively and in a safe manner that does not endanger the person, or other individuals. If any volunteer is required to use prescription drugs that might affect his or her ability to perform the essential functions of the task, that person must report such drug use to the Director.

Violations of this policy may lead to disciplinary action, up to and including immediate termination of volunteer status.

8. RESIGNATION AND TERMINATION

8.1 RESIGNATION

Any volunteer who wishes to resign should present his or her resignation in writing to the Director, stating the effective date and reason for resignation. The resignation must be submitted at least two weeks prior to resigning to allow for proper replacement.

8.2 TERMINATION

Any volunteer may be terminated at any time. No provision in this policy should be construed as creating a progressive disciplinary system. MIFMA always retains the right to terminate a volunteer for any reason, with or without notice. At the time a volunteer is terminated, the volunteer must return all MIFMA property to the Director immediately.

9. RECEIPT OF VOLUNTEER POLICY ACKNOWLEDGMENT

As a volunteer of the Michigan Farmers Market Association, I do hereby acknowledge that I have received a copy of and understand the Volunteer Policies of the Michigan Farmers Market Association.

Volunteer Signature:

Date:

Director Signature:

Date:

10. AMENDMENTS

The Volunteer Policy will be reviewed annually in November by the Organizational Development Committee. If amendments are suggested, they will be forwarded to the Board for approval during their December meeting.