



Peter Herbert
Administrator

WASHINGTON COUNTY
BOARD OF COUNTY COMMISSIONERS

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Human Resources Department

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CHARLES BROCK
District Three

EDDY HOLMAN
District Four

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District Five

THOMAS G. HOLLEY
Attorney

MEMORANDUM

TO: ALL DEPARTMENTS – All BOCC Staff
CC: BOCC
FROM: Heather Finch, Director
DATE: 01/13/09
RE: Volunteers, community service workers, etc.

Effective immediately ALL volunteers, community service workers, student workers, etc. are to seek approval from the Human Resources office prior to beginning their service hours with Washington County. Due to Workers' Compensation and Liability insurance issues, it is of utmost importance that anyone representing Washington County through our functions or serving in our offices be documented. If you have anyone who regularly volunteers or would like to serve, please request that they complete the attached form. This information will be available on the County website under the Human Resources tab. Your cooperation is greatly appreciated.

Have a great week!

Human Resources Department

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