



VOLUNTEER LABOR WAGE POLICY

I. Background

Rates for volunteer services, labor, and time provided on City of Anoka projects are to be established by policy so that volunteer time may be accounted for and calculated as part of an overall grant match. In-kind or non-cash donations of a good or service includes personnel time given to the project by volunteers or existing staff, use of equipment, or donated supplies or services.

II. Purpose and Objective

To establish the value of labor, equipment, materials and/or services that are proposed to be provided by the City of Anoka to complete a project as an in-kind contribution or match. Dates, times, and type of labor must be documented. Volunteers will be asked to sign in and may be required to verify their contribution.

III. Policy

Rates for volunteer labor are based on the activity performed and not the actual profession or skill level of the volunteer.

Unless specified otherwise by Minnesota prevailing wage statutes, the value of labor, equipment, materials and/or services provided by the City of Anoka as part of a grant match to complete a project shall be calculated at the following:

1. General Labor by Adult (18 years of age or older). Volunteer wage will be equal to the starting wage for a Public Services Maintenance I employee for the current year.
2. General Labor by Youth (under 17 years of age). Volunteer wage will be equal to the top step of the wage established for Public Services Seasonal Maintenance Worker employee for the current year.
3. Heavy equipment Operation such as skid steer, tractor, backhoe, front end loader, sweeper, tandem truck and similar equipment (includes labor) will be established at \$75.00/hour.
4. Professional or semi-professional services, such as engineering, surveying, etc will be established at \$125.00/hour.
5. Materials or Other donated items to a project will be accounted for per the current fair market value price.

IV. Financial Impact

Volunteer labor will be included and applied as part of the City of Anoka's financial match for grant awarded projects. This may reduce the total amount of financial commitment for contracted services and labor.

Policy History

Initially Adopted: 10.17.2022