

VicNet How-to for New Volunteers

Welcome new volunteer! We are excited for you to join us. To manage the volunteer schedules we use VicNet a component of our volunteer database (Volgistics), that allows volunteers to:

- View and manage your schedule
- Sign-up for vacant schedule openings
- Keep your personal information up to date
- Submit your service hours
- Check your service and print your own service reports
- AND MORE!

Volunteers use VicNet to pick up volunteer shifts and submit their hours. Once you have created an account (instructions below), watch the tutorial video, and start signing up for shifts!

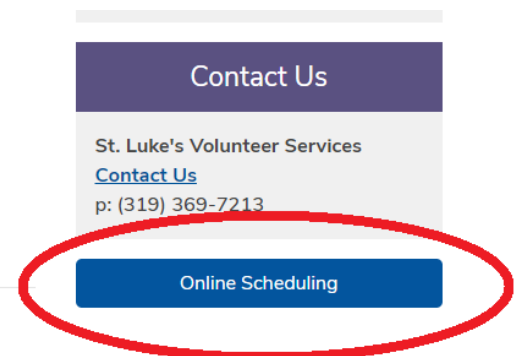
Sign-in Page

Direct Link

volgistics.com/ex2/vicnet.dll/?from=36320

-or-

The link is accessible on unitypoint.org/cedarrapids/volunteers on the right hand side below “contact us”.

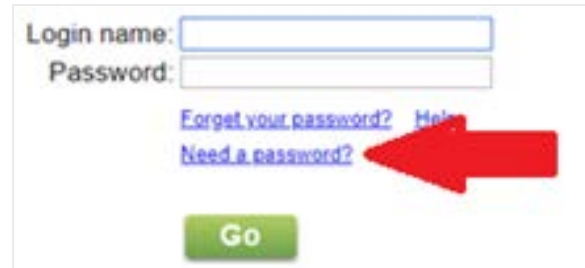


Browser: To use VicNet we recommend you use **Google Chrome** or Internet Explorer 11.

If you have any questions please contact Janessa Weightman, Volunteer Coordinator at 319-369-7213 or CR_VolunteerSchedule@unitypoint.org

1. Create an Account:

- a. Go to the sign-in page
- b. Choose "Need a Password"
- c. Enter your email address (must be the email on file with Volunteer Services)
- d. You will receive an email to create your password.
- e. Once you have created a password you are now able to use VicNet!



The image shows a login interface with two input fields: 'Login name:' and 'Password:'. Below these fields are two blue links: 'Forgot your password?' and 'Need a password?'. A green 'Go' button is positioned below the links. A large red arrow points from the right towards the 'Need a password?' link.

"Create an account" will not work with Internet Explorer; we recommend Google Chrome.

2. Watch this "how-to" video:

- a. <https://www.volgistics.com/Videos/HT1148A.htm>
- b. Written instructions:
<https://www.volgistics.com/ex/help.dll?ACT=21&TOPIC=1148>
- c. Please note: This video is from Volgistics and uses a sample account, it will not look exactly like ours. There are still plenty of features you may see that we are not using yet. Stay tuned for those!

3. **Volunteer shifts:** As a new volunteer you will not have a shift scheduled yet, you will be added to a schedule once you have completed your on-boarding and assignment training.

There are two ways to be in a volunteer shift...

- 1) Your regularly assigned volunteer shift (this is the shift you are in the same time every week). **Volunteer Services staff will put you in that shift as an on-going volunteer.** You can remove yourself from that shift.
- 2) You can pick up a shift that is open by clicking "Schedule Me"

4. If you can't make the shift you signed up for...

- a. Remove yourself from the schedule on Vic Net as soon as you know you will miss your shift, even if it is the day of your absence. By pulling yourself from the schedule all supervisors are alerted that you will be absent.
- b. Email us at CR_VolunteerSchedule@unitypoint.org
 - i. When contacting us please include why you will be absent...
 - ii. If you will be absent due to illness please include: Do (did) you have a fever? What are your symptoms and when did they start?.

5. **Once you have completed your volunteer shift** you can submit your hours using the timecard tab (if you did not sign-in at the hospital)

Expectations for Volunteers

- Maintain updated record of contact information (such as phone number or email address)
- Review your schedule regularly to ensure accuracy
- If you are scheduled for a day, we ask that you keep your commitment. However, if something comes up and you cannot make it, please remove yourself from the shift as soon as you know you can't make it
- If you remove yourself from a volunteer shift you must pick-up another shifts within the next month

Removing Yourself Guidelines

1. Remove yourself from the schedule on VicNet as soon as you know you will miss your shift, even if it is the day of your absence. By pulling yourself from the schedule all supervisors are alerted that you will be absent.
2. Email us at CR_VolunteerSchedule@unitypoint.org
 - When emailing please include why you are absent (if due to illness we are required to report the following information to the CDC: Do (did) you have a fever? What are your symptoms and when did they start?).
 - If we do not hear from you within 24 hours the VS Department Secretary will follow up with you.

Attendance Policy Reminder

- Excused Absence is an absence that does not negatively impact volunteer attendance records (unless absences exceed 25% of their shifts within a 6-month period). This includes, but is not limited to, illness, leave of absences, and severe weather.
- Unexcused Absence is an absence that does negatively impact volunteer attendance records. This includes, but is not limited to, schoolwork, and pre-planned appointments (such as preventative checkups or hair appointments).
 - 1st and 2nd occasions of unexcused absence within 6 consecutive months will result in a documented verbal warning.
 - The 3rd occasions of unexcused absence within 6 consecutive months will result in a written reprimand.
 - The 4th occasions of unexcused absence within 6 consecutive months may result in dismissal from volunteering.

What you should expect from Volunteer Services

- Maintain current list of volunteers (including subs/trainees) and relevant staff ("coordinators") in Volgistics in their appropriate assignments.
- Ensure that all volunteers & staff receive VicNet communication in a timely manner including:
- Maintain record of volunteer attendance and follow policy as needed.