

## College Volunteers

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### OPERATIONAL POLICY STATEMENT

Volunteers are an important human resource for the College and may provide frequent and continuous assistance to the various instructional, support service, and administrative units when demonstrated needs exist. Volunteers do not receive compensation or employee benefits for the personal services they contribute to the College.

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### PROCEDURE

The College volunteer and the applicable department will complete a Volunteer Services Information Form prior to volunteer status beginning. This document assures that the volunteer understands the nature of the work to be performed and that the College provides no compensation or employee benefits, except Workers Compensation, for serving as a volunteer.

**Restrictions on Volunteers:** Volunteers will not normally be assigned to supervise or participate in high-risk activities. If such an assignment is authorized, a responsible full-time College employee must be present during all activities. Volunteers will not normally be issued keys to College facilities. A non-exempt College employee cannot also volunteer to perform the same type of services for which he/she is normally employed.

**Supervisor Responsibilities:** Supervisors will select volunteers who meet the minimum qualifications to perform the identified tasks. Supervisors will ensure that a Volunteer Services Information form is completed and sent to Human Resources when the volunteer assignment begins and again when the volunteer assignment is completed. Supervisors will ensure that volunteers receive applicable training, including an orientation to the general performance expectations of all College employees as outlined in Operational Policy 2.21. Supervisors will coordinate any required accounts, including telephone, email and portal, both at the start and at the end of a volunteer's assignment.

A volunteer's assignment is "at will" and may be terminated without cause or a statement of reasons at any time and without prior notice by a volunteer's supervisor or other College administrator.

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### OPERATIONAL POLICY HISTORY

Formerly Policy 2.5.2, Adopted 1/25/2000  
Revised 4/27/2010  
Renumbered to Policy 2.30 in 10/2014  
Revised to "Operational" Policy 3/5/2021

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