

POLICY

The College is authorized to recruit and utilize people who desire to provide voluntary service to college departments, program, and activities.

Appropriate employment practices, as described in the procedures to this policy shall be followed. The Vice President of Human Resources shall be responsible for administering the volunteer staff employment program. Volunteers shall be approved individually by the President of the College.

Volunteer staff shall receive no remuneration. However, with prior approval from the area Vice President, a volunteer staff member may receive reimbursement for authorized meal expenses, mileage expenses, and overnight accommodations in accordance with College Policy #4166.

ADOPTED: April 28, 1975  
Revised: November 2, 1981  
Revised: December 10, 1984  
Revised: April 22, 1996  
Revised: February 28, 2000

## PROCEDURE

The following procedures shall govern the administration of the volunteer staff employment program:

1. Department heads who desire the use of volunteer staff will submit a request to the Office of Human Resources through the appropriate area Vice President, on BF-128 form accompanied by a memorandum of justification, except for requests for volunteer staff as maintenance or security personnel. The memorandum of justification will include specific information as to the availability of a desk and chair or other equipment, and seating space to be utilized by the volunteer staff member if the request is approved.
2. If the requisition is approved, appropriate recruiting measures will be taken by the Office of Human Resources to fill the request.
3. Volunteer staff applicants will complete an appropriate application for volunteer service and will be referred to the requesting department head for determination as to whether the person can satisfy the requirements of the volunteer staff position. When a volunteer has been selected he/she shall be processed through the Office of Human Resources to the College President for final action.
4. Since the College accrues a liability responsibility through the utilization of volunteers, no volunteer shall be authorized to work in any department except after final approval has been granted as indicated above. Likewise, once a volunteer has been approved to serve for a specific period of time and that period of time has expired, the volunteer will not be recalled without concurrence of the Office of Human Resources. If a volunteer who has been approved for a specific period of time decides to terminate his/her volunteer status prior to the end of the period for which approval has been granted, the department head will notify the Office of Human Resources in writing without delay. If a Department Head utilizing a volunteer determines that the volunteer is not compatible with the requirements of the position, the department head will discuss the matter with the Chief Financial Officer of Business and Financial Affairs who will offer guidance as to how release of the volunteer will be implemented.
5. When the service of a volunteer terminates for any reason, the department head will submit a memorandum to the Office of Human Resources setting forth the character of service rendered by the volunteer.
6. Some outside agencies supplying volunteers require a report as to the number of hours volunteers serve per month. For this reason department heads will maintain a monthly timesheet on all volunteers which will be submitted to the Office of Human Resources on the first workday of each month covering the preceding month.
7. Volunteers shall be employed to perform a clearly defined range of tasks suitable to their abilities and negotiated amount of time. They shall not be used as general servants for fetch-and-carry duties and they shall not be identified to the public as volunteers.
8. Volunteers actively engaged in working at the time of the annual holiday reception will be invited to attend the reception and an expression of the College's appreciation for their volunteer services will be announced at the reception.
9. Volunteers shall be issued a temporary parking permit.

ADOPTED: September 25, 1984 (previously approved as administrative regulation (Revision of AR 3610)

Revised: April 30, 1996

Revised: April 25, 2000