

1.390 VOLUNTEER POLICY

Campus contact: Human Resource Office

POLICY:

Persons paid by organizations or businesses other than the College, but performing work or service on College property, may be considered volunteers under this policy. Community members of College committees may also be covered by this policy.

PROCEDURE:

1. The College has the right to accept or reject a volunteer. If rejected, no reason need be given and no further action is required. Volunteers serve at the will of the College and their relationship with the College may be terminated by either party without cause being identified.
2. If accepted, a determination would be made whether the volunteer should be covered by Medical Aid/Industrial Insurance and whether the internal budget contains funds to pay for the Insurance (where applicable). This would not apply when the person is receiving compensation from another employer to provide service to the College.
3. Volunteers and their supervisors must sign the Volunteer Agreement before beginning work.
4. Volunteer Worker form shall be on file in the Human Resources Office for all volunteers.
5. Hours for volunteers should be submitted to payroll monthly with hours reported for each volunteer.
6. Volunteers will not displace any classified employees.
7. Supervisors will review all relevant College policies with volunteers. Each volunteer will receive a copy of the Drug Free Workplace policy, Sexual Harassment & Non-Discrimination policy, Ethics policy, Whistleblower and Telephone and E-mail Use policies.
8. Supervisors will provide appropriate training and direction to volunteers.
9. Volunteers may be subject to background checks as required in certain areas of the College.
10. Liability protection is covered under the Volunteer Protection Act of 1997 which covers all Centralia College volunteers.

[Revised and Reviewed: Dr. Robert Frost, President, 08/19/14]