

VOLUNTEER ASSISTANCE

Volunteer assistance can be a valuable addition to an operating unit within the District. The purpose of volunteers is to provide additional assistance to enrich programs.

1. A volunteer is not, under any circumstances, to be used to displace regularly authorized employees or create a new position. A volunteer is not to be used to substitute for an absent employee. A paid substitute must be utilized for that purpose. A volunteer should provide supplemental assistance, not work that is normally done by a paid employee of the District.
2. When an operating unit wishes to use a volunteer, the administrator must submit a completed Volunteer Agreement, a completed Authorization of Health Information form, a completed Return to Work Protocol Volunteer Acknowledgement, and a completed Conviction Questionnaire, if required, to the Office of Human Resources.
3. The Office of Human Resources will review all documents for completeness and compliance with District policy. The name of the volunteer and the assignment location will be forwarded to the Board of Trustees as an agenda item for approval and to authorize Workers' Compensation. A volunteer may not provide any assistance prior to Board approval. A request for exception must be approved by the Vice Chancellor of Human Resources.
4. A volunteer shall be properly trained, instructed, equipped, and supervised to be certain that they can perform the functions without injury to themselves or others.
5. Upon Board approval, names are forwarded to campus police and a parking permit is issued for a period up to 12 months.
6. A volunteer shall not receive any compensation or consideration for the work performed for the District, except for any applicable workers' compensation benefits for injuries sustained while engaged in the performance of volunteer activities under the direction and control of the District. Volunteers shall not be entitled to defense and indemnity from the District.
7. The District reserves the right to require or waive Live Scan of an individual accepting a volunteer assignment. The Office of Human Resources shall determine which proposed volunteer assignment shall necessitate or be exempted from such requirements. Live Scan, if required, will be at the volunteer's expense.
8. There are situations when the District may require background checks or Live Scan.
9. No person may serve as a volunteer in the District if:

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- a. They have been convicted of or have charges pending that pertain to any sex offense or controlled substance offense (as defined in Education Code).
 - b. They have been convicted of a crime and the Vice Chancellor of Human Resources or designee determines that the nature of the crime is too serious to serve as a volunteer; the crime was too recent; and/or the crime is inconsistent with obligations in performing assigned duties as a volunteer.
 - c. They have a health condition that would preclude them from satisfactorily performing essential duties of the position.
 - d. They make a false statement or omit a statement as to any material fact on any required forms.
10. Volunteer workers shall be approved for a maximum period of 12 months, at which time their assignment must be renewed or will expire.
11. The District reserves the right to terminate the service of any individual volunteer if such volunteer services are not needed, or the individual volunteer is not performing their service satisfactorily. The District reserves the right to withdraw the status of approved volunteers, either individually or as a group or class, by terminating their designation or approved status as a volunteer.
12. No person aged 60 years or older may be excluded from volunteer service if the person is physically, mentally, and professionally capable of performing the services involved. A person shall be deemed “professionally capable” if they can demonstrate reasonable proficiency or relevant certification and performs their professional duties in accordance with laws, regulations, or the technical standards that govern their area of volunteer responsibility.

References:

*California Education Code Sections 72401, 87010, 87011, and 88249
Government Code Section 3119.5*

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