



Butte-Glenn Community College District

ADMINISTRATIVE PROCEDURE

AP 7500 – Volunteers

References: Education Code 3502, 72401, 87010-87011, 88249,; California Labor Code 3350 et seq., 3364.5; Government Code Section 3119.5;

The Butte-Glenn Community College District Board of Trustees defines a volunteer as an unsalaried person who works at the college or other educational setting to support the efforts of college personnel. Volunteers are employees of the District only for the purpose of worker's compensation benefits for injuries sustained while engaged in the performance of any service under the direction and control of the District. With the exception of worker's compensation (Education Code Section 72401), volunteers shall serve without any type of compensation or any other benefits granted to district employees. Volunteers shall not be entitled to defense and indemnity from the District.

Volunteers must comply with the sign-in procedures at the site as applicable. All volunteer work is done under the direction of a supervisor. Assigned supervisors will monitor their volunteer to ensure that guidelines and objectives are being met.

Acceptance of volunteers is at the discretion of each Program Manager and the Director for Human Resources. The acceptance or denial of volunteer service may be based on factors including, but not limited to, the following:

- Felony convictions
- Registration as a sex offender under California law
- A completed volunteer application on file
- Positive attitude; interest in and enthusiasm for working within the program
- Ability to work cooperatively with school personnel
- Adequate communications skills
- Good health, moral character, dependability, and personal hygiene
- Ability and willingness to participate regularly

The District may enter into agreements with outside organizations to provide volunteers to the District to work at college locations. Such agreements will contain appropriate defense and indemnification language to protect the district from liability in connection with the volunteer services.

Volunteers serve the District in an "at will" capacity. The District may terminate a volunteer's services for any reason or no reason at all.

Pursuant to Government Code Section 3119.5, 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 he/she can demonstrate reasonable proficiency or relevant certification and performs his/her professional duties in accordance with laws, regulations or the technical standards that govern his/her area of volunteer responsibility.

Volunteers may not be used in lieu of classified employees. The District may not refuse to employ a person in a vacant classified position and use volunteers instead, nor may it abolish any classified positions and use volunteers instead.

Confidentiality of information relating to students and employees in official records must be maintained. The supervisor/manager of such records should ensure that volunteers working in areas where such records are maintained do not obtain access to these records.

Screening:

The Superintendent/President may authorize suspension of the screening process when he/she believes this process is not necessary for the volunteers serving in the particular event.

The District shall use a written application form that requires, at a minimum, the volunteer's name, address, phone number and history of convictions. A photo ID will also be required.

A volunteer's service record shall be maintained by the District.

Subject to the limitations of this policy, employees assigned to other positions within the District may serve as volunteers during off-hours.

Fingerprints of each volunteer may be required. Volunteers with on-going assignments and volunteers who interact with minors shall be required to provide a complete set of fingerprints for the purpose of running a criminal background check.

No person may serve as a volunteer in the District if:

- He/she has been convicted of or if he/she has charges pending which pertains to any sex offense (as defined in Education Code Section 87010), or controlled substance offense (as defined in Education Code Section 87011).
- He/she has been convicted of a crime and the Director for Human Resources 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.
- He/she has a health condition that would preclude him/her from satisfactorily performing essential duties of the position.
- He/she makes a false statement or omits a statement as to any material fact on the application form.

Supervision:

Volunteers perform under the direction and supervision of college personnel. Volunteers should know and follow college policies and rules. Volunteers may be required to participate in a variety of trainings, including harassment and discrimination training. The District, in its discretion and without

a statement of reasons, may suspend any volunteer from further volunteer activities. No statement by the District establishes a property right to perform volunteer work.

Incidental Expenses:

Persons serving without pay as volunteers may receive reimbursement for incidental expenses, i.e. mileage reimbursement.