

SECTION: Personnel Policies and Procedures / General Personnel Policies and Procedures
SUBJECT: Volunteer Agreement Policy
SOURCE REFERENCE: Board of Trustees Policy 623.01

NUMBER: F/8.16

Volunteer Agreement Policy

Purpose

The purpose of this policy is to enable Gadsden State Community College (College) to accept and assign volunteer workers, and to protect the interests of the College and the College Community.

Policy

Volunteers are representatives of the College and are responsible for presenting a positive image to the College community. Volunteers are uncompensated and their services are offered freely to support the activities of the College. Volunteers are not eligible for compensation or any college benefit as a result of their association with the college. Volunteers may not replace employee positions.

All volunteers are expected to abide by all College policies and procedures, and laws and regulations that govern their actions. These include but are not limited to sexual harassment, Title IX, ethical behavior, safety, computer use, conflict of interest, confidentiality of College and student records and a criminal background check.

The College takes sexual misconduct very seriously and aggressively enforces its policies regarding sexual harassment and discrimination. Volunteers are expected to contribute positively to the college environment and keep it free from unwelcome overtures, advances, or coercion, by or to any volunteer, employee, or a member of the public. Any matter of this nature must be brought to the attention of the supervisor, so immediate corrective action can be taken.

Volunteers, like employees, are required to disclose any business, commercial or financial interest they may have, where such interest might be construed as being in real, potential or apparent conflict with the College. A determination may be made by the College to end or modify a volunteer assignment if a serious conflict of interest exists.

Eligibility

To qualify as a volunteer, an individual must be willing to provide services according to the procedures in this policy. The individual must have adequate experience, qualifications, and training for the task(s) he or she will perform.

A current employee may not become a volunteer at the College in any capacity in which he or she is employed at the College, or which is essentially similar to or related to the individual's regular work at the College. A current employee may volunteer for special events, programs, or in any capacity that differs from his or her employment.

An individual under the age of 18 must obtain parental consent to volunteer. Individuals under the age of sixteen are not eligible to become a volunteer.

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Prohibited Activities

Volunteers are prohibited from performing the following activities:

- Operating heavy equipment including vehicles
- Any activity considered inappropriate for an employee
- Entering into any contract or agreement on behalf of the College
- Handling cash without the direct supervision of a College employee
- Participate in media interviews without the permission of the President
- Working with hazardous materials, environments or related areas which may otherwise place the volunteer at risk for physical harm

Volunteers are expected to adhere to Gadsden State Community College's Policy regarding a Drug Free Workplace to which employees are subject. Possession, use, or being under the influence of drugs or alcohol while on duty in a volunteer capacity is strictly prohibited.

Volunteers are expected to adhere to the College's Policy regarding smoking. Smoking and the use of tobacco is prohibited within buildings, structures, and vehicles owned, leased, or rented by the College, and within 30 feet of buildings owned, leased, or rented by the College. This includes instructional sites, centers, building entrances, and common areas. Under this policy tobacco is any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette, and any other smoking product, as well as smokeless or spit tobacco products, sometimes referred to as dip, chew, or snuff. Also under this policy, smoking is defined as carrying or holding any lit or ignited pipe, cigar, cigarette, electronic cigarette, or any other lit or battery operated smoking equipment or device.

Process/Procedures

When selecting a volunteer, it is the department/division's responsibility to insure that the individual has adequate experience, qualifications, and training. Prior to any volunteer work actually being performed, the Volunteer Agreement must be completed. The Volunteer Agreement package includes the following:

- Volunteer Policy (received by volunteer)
- Volunteer Agreement Form (completed by volunteer)
- Volunteer Student Records Access Form (signed and returned with Volunteer Agreement Form)
- Policy Against Harassment and Discrimination (received by volunteer)
- Title IX Sexual Harassment Complaint Procedures (received by volunteer)
- Completed Criminal Background Check (processed by Human Resources)

Services Requiring a Volunteer Agreement

- Volunteer activities with students
- Activities with minors
- Long term or on-going volunteer services such as mentoring or athletics
- Services requiring access to confidential information

See Form F/8.16-A for the Volunteer Agreement Form