

Volunteer Workers Policy and Procedures

Purpose

The purpose of the Volunteer Workers Policy and Procedures is to provide overall guidance and direction to managers, staff, and volunteers. It is also to remind departments of their legal responsibilities when engaging volunteers. This will assist departments to comply with Federal and State regulations and College policies while protecting the interest of volunteers, the department, and the College. Completion of the College Volunteer Service Agreement is required.

Definitions

A volunteer is someone who:

1. Is unpaid;
2. Offers services freely without coercion or pressure to serve;
3. Has no expectation of receiving pay or other benefits, including future positions at the College;
4. Does not currently and/or did not previously hold a position performing the same tasks.

See [the Washington Department of Labor and Industries Employment Standards Administrative Policy ES.A.1](#) which further defines volunteer service.

Policy

Volunteer service should not displace work performed by College employees, nor should it be used to circumvent the established processes that govern the College hiring processes.

Volunteers should not normally have an employment relationship with the College, and volunteer service is not covered by the Fair Labor Standards Act or Washington wage and

hour laws.

Employees may volunteer for events and programs outside of their department units as long as the volunteer activity is not a general duty or responsibility of their current paid position and outside of their regular work hours.

Supervisors must track the dates and hours of volunteers. This is to ensure that if a volunteer is injured, the volunteer is covered by the College's workers' compensation and insurance policy. Volunteers who are injured during the course of their volunteer activities are covered by workers' compensation and must follow the same accident reporting procedures as paid employees.

The college may, at any time and for whatever reason, and at its sole discretion, terminate a volunteer's relationship with the college.

Procedures

Volunteer Service Agreement

All volunteers and supervisors must complete a volunteer service agreement each fiscal year (July 1 – June 30) which is then forwarded to Human Resource Services (HRS).

Limitations on Volunteer Activity

Volunteers under the age of 18 cannot:

1. Drive or operate machinery or equipment or
2. Perform jobs requiring specialized personal protective equipment.

Washington State has further described rules regarding [working minors](#).

Volunteer service should not be engaged in if it is not permitted by visa status and immigration law rules. Please see Section III of the volunteer agreement.

1. J-2 visa holders who have obtained an I-766 Employment Authorization Document may volunteer. (A J-2 visa holder who volunteers without obtaining an Employment Authorized Document may jeopardize their visa status and subject

- the College to significant fines and/or loss of federal grant funding.)
2. Visa holders may not volunteer services while their work authorization is pending.
 3. Please consult with the International Education & Study Abroad office about restrictions for individuals in other visa classifications at (360) 475-7199.

Training Requirements

At a minimum, supervisors must provide the following to volunteers:

1. Access to online training including Sexual Harassment Awareness/Title IX and FERPA.
2. Information on how to report emergencies, injuries, and unsafe conditions;
3. Specific information about hazards and/or unsafe conditions pertaining to all activity and locations;
4. Emergency evacuation procedures and routes.

Additional training may be required based on the volunteer's activities.

Volunteer Qualifications

1. If less than 18 years old, parental consent to volunteer is required.
2. Volunteers under the age of 18 may have restrictions on their volunteer hours.
3. If a volunteer is a College employee, their job duties must be substantially different from the volunteer service.
4. A volunteer must pass a background check.

Volunteer Expectations

1. Follow State and College policies, paying particular attention to College policies on ethics, computer use, Title IX/EEO, and Child Abuse and Neglect;
2. Follow dress code policy of the department;
3. Willingness to learn;
4. Ensure absence/attendance is recorded in the time and leave system.

Specific Authority: RCW 49.46; WAC 296-128

History of Policy and Procedure

President's Cabinet Sponsor: Joan Hanten, Interim Director of Human Resource Services

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