

## 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 which 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 Tuberculosis Risk Assessment form and a completed Conviction Questionnaire, if required, to the Office of Human Resources.
3. The Office of Human Resources will review the agreement 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 he/she 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 or hepatitis B vaccination 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.

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

- He/she has been convicted of or if he or she has charges pending which pertains to any sex offense (as defined in Education Code, or controlled substance offense (as defined in Education Code).
  - He/she has been convicted of a crime and the Executive Director of 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.
9. Volunteer workers shall be registered for a maximum period of 12 months, at which time their assignment must be renewed or will expire.
10. 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.
11. 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 she/he can demonstrate reasonable proficiency or relevant certification and performs her/his professional duties in accordance with laws, regulations, or the technical standards that govern her/his area of volunteer responsibility.

*Reference:*

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

Adopted: 07-08-93  
Revised: 08-30-99  
Revised: 11-06-14

Revised: 06-14-18

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