

# Chapter 7 - Human Resources

## AP 7500 Volunteers, Interns, and Field Work

### References:

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

### General

Volunteers serve the College in an "at will" capacity and with approval of the manager of the departmental area. Volunteers serving in single day or program specific College events, including student volunteers, are excluded from this procedure.

Volunteers may not be used in lieu of classified employees. The College 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. The College may terminate a volunteer's services for any reason or no reason at all.

A Campus Volunteer Enrollment Form shall be completed for each volunteer, signed by the supervising manager, and sent to the Office of Human Resources for recommendation for approval. Volunteers cannot begin an assignment without prior approval from the Board of Trustees.

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

### Training

The supervising manager shall conduct an orientation which reviews the volunteer's role and job tasks as a volunteer, general and job-specific safety training related to job tasks, use of protective equipment, and emergency procedures and information related to discrimination, harassment, etc.

The manager of the areas where the volunteer is placed will determine whether it is appropriate to place this individual in a particular office or department and determine the kinds of tasks and responsibilities assigned to the volunteer. The manager will be responsible for monitoring the performance and progress of each volunteer and has the right to release a volunteer at any time the services are no longer required or if the volunteer's performance is unsatisfactory.

### Screening

The Campus Volunteer Enrollment Form shall include the volunteer's specific area of assignment and history of convictions. A volunteer's service record shall be maintained by the College in the area where service is performed. Fingerprints of each volunteer and/or a criminal background check may be required for volunteers who interact with minors. Tuberculosis clearance is also required.

### Incidental Expenses

Persons serving without pay as volunteers may receive reimbursement for incidental expenses with appropriate approval from the supervising manager.

### Benefits

Volunteers are employees of the College 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 College. 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 College employees. Volunteers shall not be entitled to defense and indemnity from the College.

### Use of Volunteers from Other Organizations

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

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.

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