

# PROCEDURE:

## 4.1.9p1. Volunteer Services

*Revised: April 21, 2010; April 18, 2012; April 17, 2013; April 16, 2014; April 15, 2015; May 17, 2017; May 20, 2020; May 19, 2021*  
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*Adopted: January 16, 2008*

### I. **PURPOSE**

Ogeechee Technical College recognizes the need for balance, the desirability of volunteer service, and the need to minimize risk to the volunteer and Ogeechee Technical College. This procedure addresses issues that may be encountered with a college volunteer and provides uniform procedures for screening and engaging volunteers.

To qualify as a College volunteer, an individual must be willing to provide services according to these procedures.

For the purpose of this procedure, volunteer services will be specific to those functions performed at an Ogeechee Technical College location or agency wide college function.

### II. **RELATED AUTHORITY**

State Board Policy 4.1.9. Background Investigations  
TCSG Procedure 4.1.9p. Background Investigations  
Georgia State Tort Claims Policy, Section D-8

### III. **APPLICABILITY**

This procedure applies to all Ogeechee Technical College volunteers.

### IV. **DEFINITIONS**

**Volunteer:** Uncompensated individuals who perform services directly related to the business of the College, who support the activities of the college, or who gain experience in specific endeavors related to the college. Volunteers are not considered employees of Ogeechee Technical College.

### V. **ATTACHMENTS**

Volunteer Services Position Description Form  
Volunteer Services Form  
Volunteer Acknowledgement of Confidentiality of Records

### VI. **PROCEDURE**

The responsibility for proper screening and engagement of volunteers rests with the Human Resource Department. A description of volunteer duties must be completed and on file in the Office of Human Resources before volunteers can be placed.

## **Responsibilities of College Volunteers**

College volunteers are not covered by the Fair Labor Standards Act (FLSA) and are not considered employees for any purpose. Therefore, they are not eligible for any college benefits as a result of this volunteer association.

College volunteers are viewed as a representative of the College while performing assigned duties. Therefore, these individuals are expected to abide by policies and regulations that govern their actions, including but not limited to those of ethical behavior, confidentiality, financial responsibility, and drug use.

Volunteers are not eligible for Workers' Compensation. An acknowledgement that Ogeechee Technical College and the State of Georgia does not provide Workers' Compensation coverage for volunteer work, must be signed by the participant.

## **Who May be a College Volunteer?**

Current, former or retired employees, students, alumni, non-profit or public organization participants, or others may provide volunteer services to the College, with the following restrictions:

- An employee may not become a college volunteer at the College in any capacity in which he or she is employed at the College, or which is essentially similar to the individual's regular work at the College.
- Services that are not directly related to College business are generally not covered by this procedure.

## **Volunteer Profile**

Volunteers must complete a Volunteer Services Form and undergo a criminal background screening before services can be rendered.

## **Services Not Requiring Volunteer and Job Training Profile Agreement**

The following activities are generally considered low-risk and do not require a completed Volunteer profile and agreement:

- Advisory committee participation
- Public speaker

## **Services Requiring a Volunteer and Job Training Profile Agreement**

Volunteer participants are required to complete a Volunteer Services Form for all other work activities:

- Laboratory work;
- Professional services, such as those performed by accountants, architects, doctors, engineers, etc.;
- Adult Education support;
- General education support;
- Work with confidential information;
- Work with minors;
- Custodians;
- Clerical and receptionist;

- Office coordination;
- Reading and/or Tutoring activities

### **Prohibited Activities**

College volunteers are generally prohibited from performing the following activities:

- Operation of heavy equipment;
- Work with hazardous materials;
- Work with stored energy;
- Any activity considered inappropriate for an employee;
- Entering into any contract on behalf of the College.

### **Selecting and Engaging a Volunteer or Job Training Participant**

When engaging a college volunteer, it is the department's responsibility to be certain the individual has adequate experience, qualifications, and training for the task he or she will be required to perform.

The following steps should be used to ensure that the selection process is satisfactory.

1. Complete a Volunteer Services Position Description Form for the volunteer position before recruitment.
2. Have the volunteer complete a Volunteer Services Form
3. The department hiring the Volunteer must notify Human Resources to initiate the background check.
4. When the department accepts an individual as a college volunteer, the description of duties should be explained to him/her and the individual introduced to the work environment and other staff.
5. A work file of forms completed during the initial placements, as well as copies of any attachments, should be retained for a period of three years from the date if the college volunteer is terminated and/or separated.

### **Termination**

The President, Vice President, or Dean/Director of a program/area may end a College volunteer's service any time if it is determined that to do so would be in the best interest of the College.

### **College Indemnification**

College volunteers are provided liability coverage in the same manner applicable to employees, that is: for acts or omissions arising within the scope of the volunteer's performance of specifically authorized duties or assignments on behalf of the college. In order to ensure adequate documentation, it is important that the department or unit engaging college volunteers provide a description of services to be performed to the Director for Human Resources before engaging a volunteer. (See State Tort Claims Policy, Section D-8).

### **Salary Payments**

Payment for volunteer services is not allowed through Ogeechee Technical College.

**VII. RECORD RETENTION**

All forms will be reviewed on an annual basis and revised as needed. All completed forms are to be retained in the Office of Human Resources.