


Year: 2019	
Policy Number: 5400	
Section:	
<input type="checkbox"/> Community Relations <input type="checkbox"/> Administration <input type="checkbox"/> Business Procedures <input type="checkbox"/> Community Operations <input checked="" type="checkbox"/> Personnel <input type="checkbox"/> Students <input type="checkbox"/> Instruction	

SUBJECT: School Volunteers

Purpose

This policy is designed to enable the School to accept volunteers, reduce volunteer risk and protect the interests of the School, its' volunteers, and the community it serves.

Definition

A "volunteer" is defined as an individual who offers their time, freely and without anticipation of any type of compensation or benefits. It is mutually and expressly understood that volunteer services shall be donated, and that said volunteer is not entitled to nor expects any present or future salary, wages, or other benefits for these voluntary services.

Restrictions:

Volunteers may not:

- Replace or augment paid staff to do the work of paid staff
- Do anything but tasks traditionally reserved for volunteers
- Be required to work certain hours
- Be required to perform duties involuntarily
- Be under any contract to hire
- Be paid for their services, except reimbursement for expenses

Any individual who is a paid employee may volunteer, however, the type of work they do as a volunteer must be completely different from the type of work they do as an employee.

Responsibilities:

- Volunteers may not enter into any contracts on behalf of the School.
- This document shall not constitute or be construed as a promise of employment or as a contract between the company and the volunteer.
- Any personal, medical or private information that was learned while volunteering must be kept confidential at all times.
- Harassment of any sort will not be tolerated; this includes, but is not limited to words, signs, offensive jokes, cartoons, pictures, posters, e-mail jokes or statements, pranks, intimidation, physical assaults or contact, or violence.
- School volunteers shall abide by all School policies and external laws and regulations that govern their actions including, but not limited to those relating to safety, confidentiality, private medical information, student information, computer use, financial responsibility, and drug use.
- Volunteers are prohibited from operating heavy equipment or working with hazardous materials.

Supervision and Documentation

All School volunteers must be supervised, and work performed should be documented by the School department where they are volunteering. Consistent with the School Policy on Discriminatory Conduct, School employees shall not illegally discriminate against volunteers on the basis of race, color, creed, religion, gender, age, national origin, disability, military veteran status, political affiliation or sexual orientation. If this should occur, the School's Principal should immediately be notified.

When engaging the services of a School volunteer, it is the department's responsibility to make sure that the volunteer adheres to the following procedures:

- Document the names, addresses and contact information of those persons who are authorized to perform volunteer service and the dates of that service. A brief description of the volunteer's duties should also be given. The documentation should be maintained for three (3) years within the appropriate department or unit; and
- Ascertain whether the volunteer is at least eighteen years of age by reviewing appropriate proof of age presented by the volunteer. As noted above, written consent of a parent or legal guardian is required if the individual is under eighteen years of age.
- Provide appropriate orientation for School volunteers prior to commencing services, including review and explanation of relevant School policies and departmental or unit procedures and any safety concerns.

Termination

The School has the authority to end the volunteer assignment at any time and without prior notice.

Supporting Procedures:

Related Laws, Regulations & Acts:

Adopted: 03/12/2015

Revised: 1/10/2019