



TITLE:	VOLUNTEER AND INTERN POLICY	
EFFECTIVE DATE:	October 17, 2012	
LAST REVISION:	Initial	Policy No. 6.053.1

Policy Statement

PURPOSE

This policy is designed to enable the College to establish guidelines for volunteers and interns, hereinafter referred to as volunteers, in support of the mission of Sowela Technical Community College (SOWELA). Because a volunteer and/or an intern may become an agent for the College when accepting an assignment, it is critical that they be carefully selected and supervised to reduce volunteer risk and protect the interest of the College, its volunteers, and the community it serves. The policy further provides definition and procedure for volunteers to be registered with the College. Volunteers are those persons who perform work or provide services to the College without financial gain and/or have had a long-standing relationship with the College. Volunteers provide services in a number of areas throughout the College on an intermittent and/or on a regular basis.

Policy

It is the policy of SOWELA to provide and support opportunities for volunteers and interns as business needs allow.

Volunteers and interns at SOWELA are individuals who perform work and/or volunteer services to SOWELA without compensation on an intermittent and/or on an ongoing basis or for a short-term event. These individuals provide their services without compensation for a semester, academic year, calendar year, summer session, or any part thereof. Volunteers may perform a variety of functions in support of college activities. Examples of volunteer work include, but are not limited to:

1. Volunteers who teach or assist in teaching
2. Volunteers who assist College Units in their day-to-day office processes and procedures
3. Volunteers who assist with registration
4. Students who volunteer to assist with campus ongoing activities
5. Volunteers who perform general office work
6. Volunteers who assist at campus events

Procedure and Who May Volunteer

Anyone, including retirees, students, alumni, or others may provide volunteer services to the College, with the following restrictions:

Anyone younger than sixteen years old may only become a volunteer for SOWELA for service as part of an approved school program in accordance to a contract between the College and the school, and/or only with parental consent (see Selecting and Engaging a Volunteer). Individuals under the age of sixteen may not become SOWELA volunteers.

An individual under the age of eighteen must obtain parental consent to volunteer (Volunteer Service Parental Consent & Agreement Form).

A current employee may not volunteer at the College in any capacity in which he or she is employed, or which is essentially similar to or related to the individual's regular work or function at the College. A current employee may only volunteer for special events, such as United Way events, Commencement, and the like.

It is important to determine that a person is performing services of a volunteer and will not be considered an employee under the Fair Labor Standard Act

Volunteers must have the necessary training and/or supervision to safely carry out the volunteer work, and, depending on the particular function performed, must meet the appropriate licensure requirements, including defensive driver training and a good driving record, if the College policy allows such activity.

An individual who volunteers services in a field which requires a license or certificate must satisfy that requirement prior to performing those duties. For example, a nurse or a medical doctor volunteering services must have a current license to practice nursing or medicine respectively before volunteering.

All human resources and other policies of the College shall apply to volunteer employees.

A volunteer/intern who renders services of his or her own free will, without remuneration of any kind, does not need to complete a Form I-9.

SOWELA students who provide services in connection with an academic course or program may be considered a volunteer or an intern in certain situations/circumstances. If services are provided through or in collaboration with a community agency, SOWELA will develop an agreement that articulates the students' agreed upon responsibilities for purposes of Worker's Compensation and liability coverage prior to the students' placement(s). The College does not provide Worker's Compensation coverage to students participating in College-sponsored community service programs.

Personal identification, background checks, and drug tests will be required as determined appropriate.

This procedure does not apply to Local Foundation Board members and individuals serving on committees, task forces, advisory panels, and academic related committees, such as Program Advisory, which are not considered volunteering for the purposes of this procedure since they are advisory or academic in nature and not providing employment services.

All volunteers must be interviewed by the unit/program/department manager or supervisor and/or the division director of the functional area in which the volunteer or intern will be working.

A written assignment letter must be completed and signed by the unit/program/department manager or supervisor and/or the division director of the functional area and the volunteer.

All volunteers must sign the Volunteer and Intern Agreement prior to beginning any work for the College. This document summarizes the appropriate College policies and procedures that apply to volunteer service at SOWELA.

Each unit/program/department manager or supervisor and/or the division director of the functional area utilizing the services of volunteers/interns shall:

- 1) Develop appropriate and meaningful opportunities for volunteers/interns related to its programs and services;
- 2) Take actions necessary to ensure that volunteers and staff understand their a) respective duties and responsibilities, b) relationship to each other, and c) respective roles in fulfilling the objectives of the unit/program/department or the division functional area;
- 3) Take actions necessary and appropriate to ensure a receptive climate for citizen volunteer and interns;
- 4) Provide for the recognition of volunteers who have offered exceptional service to the College; and
- 5) Maintain a file for each active volunteer to include pertinent information, such as: a) Assignment Letter, b) Volunteer Agreement, and c) Emergency contact information, etc.

Volunteer Identification Form and Process

SOWELA volunteers are required to sign and date a SOWELA Volunteer Identification Form. The information outlined below must be on file in the Human Resources Department:

1. Name, address, telephone number
2. Social Security and any other personal identification such as driver's license, state identification, etc
3. Date of birth
4. Emergency contact information
5. Assignments and/or duties
6. Unit/Program/Department Identification
7. Name and title of direct supervisor and the supervisor's supervisor

Source of Policy: HR
Related Policy: NA

Approved by: _____

Responsible Administrator: Human Resources

LCTCS Policy Reference: NA

LCTCS Guideline Reference: NA

Date: _____

Chancellor