

ADMINISTRATIVE PROCEDURE 7500 VOLUNTEERS

- A. Definition.** Volunteers are individuals or groups of individuals who provide non-compensated services. Volunteers shall be pre-determined and District-managed in accordance with the law and District Policies and Administrative Procedures. As helpers, volunteers shall supplement, but not supplant the employment of regular classified District employees. Volunteers who serve for a day or less in an event such as "College clean-up Day" are not subject the completion of Form 7500 and the other requirements described in paragraphs "B" and "C" below.
- B. Application.** Volunteers continuing for more than one day shall be required to submit Form 7500 Application for Volunteer Services. . Such Volunteers shall be subject to the same requirements of background and other pre-screening verifications as are completed by District employees, including fingerprinting, confirmation of freedom from active tuberculosis, and any additional requisite pre-screening for individuals who perform tasks directly or indirectly involving minor children.
- C. Approval.** Volunteers may not work for more than one day unless their application is approved by the supervising Administrator or Manager.
- D. Supervision.** Volunteers shall be assigned to tasks that are approved by a designated District supervisor. The designated District supervisor shall be accountable for the direct supervision of volunteers and shall monitor volunteer work schedules, locations, scope of tasks, duration of assignment, use of equipment, materials and facilities, and safety. During the course of the volunteers' assignments.
- E. Termination.** Volunteers shall be required to comply with all applicable District Board Policies and Administrative Procedures which govern behavior, conduct, and legal obligations related to employees. Termination of volunteer assignments is at the discretion of the District, and may occur without prior notice and without cause or reason. Volunteer service is at-will.
- F. Exclusion.** This administrative procedure specifically excludes those individuals serving as volunteers in Associated Student Organization officer positions.
- G. Inclusion.** The volunteers are included in the following Board Policies and their related Administrative Procedures:
BP 3410 Nondiscrimination
BP 3420 Equal Employment Opportunity
BP 3430 Prohibition of Harassment.
- H. Workers Compensation.** Volunteers are entitled to workers compensation benefits for injuries sustained while engaged in the performance of any approved volunteer service under the direction and control of the district.
- I. Compensation and Benefits.** Volunteers serve without compensation. Volunteers shall not be entitled to defense and indemnity from the District. Volunteers are independent contractors and are not entitled to any of the rights and benefits of employment except those enumerated in this administrative procedure.

References:

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

Approved by the Chancellor: February 22, 2013

Revised and approved by the Chancellor: September 28, 2016

Revised and approved by the Chancellor: March 28, 2018