



## **HUMAN RESOURCES**

### **Policy 40270: Volunteers and Student Interns**

#### **1.0 Purpose**

To establish guidelines for volunteers and student interns, hereinafter referred to as volunteers, in support of the mission of Germanna Community College. Because a volunteer may become an agent for the College when accepting an assignment, it is critical that they be carefully selected and supervised.

#### **2.0 Policy**

It is the policy of Germanna Community College to provide and support opportunities for volunteers and student interns as business needs allow.

#### **3.0 Procedures**

##### **3.1 Eligibility and applicability**

Volunteers under the age of 18 must have written consent of a parent or guardian before volunteering and must comply with all appropriate laws and regulations on child labor.

Non-exempt employees may not volunteer to complete their normal duties in lieu of overtime. Non-exempt employees must be compensated for all hours worked in accordance with the Fair Labor Standards Act.

All volunteers must successfully complete a background investigation which may include, criminal history, driving record, credit history and out of state check if applicable as determined by the supervisor.

The volunteer must sign a background check release and the proposed supervisor shall send it to the Human Resource Office. No assignment letter or agreement can be signed until the background is complete. The Human Resource Office will notify the proposed supervisor when the background check is completed.

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

##### **3.2 Responsibilities**

All volunteers must be interviewed by the department manager or supervisor for the department in which they will be working.

A written Assignment letter must be completed and signed by both the supervisor and the volunteer. In cases of student interns, required forms from the host college may replace the Germanna assignment letter if all areas are addressed.

All volunteers must sign the Volunteer and Student Intern Agreement prior to beginning any work. This document summarizes the appropriate Commonwealth of Virginia, VCCS and Germanna policies and procedures that apply to volunteer service.

Each department utilizing the services of volunteers shall:

Develop appropriate and meaningful opportunities for volunteers involved in its programs and services;

Take actions necessary to ensure that volunteers and staff understand their respective duties and responsibilities, their relationship to each other, and their respective roles in fulfilling the objectives of the department.

Take actions necessary and appropriate to ensure a receptive climate for citizen volunteer and student interns.

Provide for the recognition of volunteers who have offered exceptional service to the College.

Maintain a file for each active volunteer to include: Assignment Letter, Volunteer agreement and Emergency contact information



## ***Volunteer/Student Intern Agreement***

### ***Purpose***

*Thank you for volunteering within the Virginia Community College System (VCCS). You are an invaluable part of our community and your efforts help to ensure that we can meet the needs of our students and the Commonwealth. This fact sheet is provided to give you important information about your volunteer service.*

*This information serves to remind you that volunteers are bound by policies, rules and regulations of Germanna Community College, the VCCS, the Commonwealth of Virginia and the federal government. This fact sheet summarizes appropriate policies that apply to volunteer service.*

***Code of Ethics:*** *The VCCS Code of Ethics serves as a guide for the members of the VCCS community when ethical issues arise. It states in part that we are committed to learning environments that foster academic integrity, and a mutual respect and openness for the freedom of responsible thought, research, and discussion, that we will be good stewards of our resources and make effective and efficient use of them, we will maintain the confidentiality and security of information entrusted to us, and we will offer good faith and fair dealings to all those we serve and with each other.*

***Conflict of Interest:*** *All VCCS employees and Volunteers shall not accept any gift, favor, loan, service, business or professional opportunity from anyone knowing (or when it should be known) that it is offered in order to improperly influence the performance of our public duties. Actions shall avoid even the appearance of a conflict of interest.*

***Equal Opportunity Policy:*** *It is the policy of the Virginia Community College System to provide equal employment and educational opportunities for all persons without regard to race, color, religion, national origin, political affiliation, veteran status, gender, age, or sexual orientation and for all otherwise qualified persons with disabilities.*

***Sexual Harassment and Discrimination:*** *The VCCS does not condone any behaviors that create a hostile work or learning environment. Employees and volunteers faced with sexual harassment or other discriminatory action shall bring the situation to the immediate attention of the college/System Office Equal Opportunity Officer.*

***Safety Statement:*** *Employees and volunteers are responsible for adhering to practices which meet or exceed applicable federal, state, and local standards for health and safety and shall make every effort to maintain a safe and healthy working environment. Also, if there are any chemicals being used in the environment where you work, please ask your supervisor for training and information on the chemicals before beginning your work.*

***Information Technology:*** *Volunteers given access to information technology resources in order to perform the duties of their assignment shall receive orientation and training on information technology*

*policies and practices. Volunteers will be granted data access based on the principle of least privilege. The principle of least privilege requires that a user be given no more privilege than necessary to perform a job. Volunteers must complete the mandatory Security Awareness Training (MOAT) if required to use College Network or Systems.*

***Vehicles:*** *If you must operate a vehicle as a part of your assigned responsibility, you must have a valid driver's license or Commercial Driver's License, as appropriate. The loss of a driver's license shall be reported to your supervisor immediately. Transportation-Reimbursement may be furnished to those volunteers whose presence is determined to be necessary to the department. Rates or amounts of such reimbursement shall not exceed the state mileage rate for employees. Volunteers may utilize state vehicles in the performance of their duties, subject to those regulations governing the use of state vehicles by paid staff*

***Miscellaneous:***

- Liability Coverage: The VCCS liability coverage provides protection for negligent acts or claims of negligent acts for any employee or representative (volunteer) of the College/System Office, as long as the individuals were acting in an official capacity and within the scope of their duties.*
- Medical Insurance: All medical concerns, including healthcare insurance, are the responsibility of the volunteer even if the injury occurs during the volunteered hours. Workers Compensation Insurance does not provide medical coverage for volunteers.*
- Legal Services: System Counsel does not provide legal services if criminal charges are lodged against an employee or volunteer.*

***Professional Conduct:*** *Volunteers are expected to perform assigned duties and responsibilities with the highest degree of public trust, work cooperatively with others to achieve work unit and college goals and objectives and utilize Commonwealth equipment, time, and resources judiciously and as authorized.*

*Questions about these policies shall be addressed to your supervisor or the Human Resources Department. A complete listing of these policies can be found on the College's website or in the Employee Handbook.*

*Volunteer Acknowledgement of Receipt:*

\_\_\_\_\_

*Name*

\_\_\_\_\_

*Date*

#### **4.0 Definitions**

Volunteer -shall mean any person who, of his own free will, provides services without any financial gain, to any agency, instrumentality or political subdivision of the Commonwealth.

Student Intern-Person involved in a supervised educational program from an institution other than Germanna that offers opportunities to gain practical work experience and academic credit concurrently.

Youth Employment Program Volunteer- Person involved in supervised employment program. Youth employment volunteers may receive remuneration from the employment program but would not be paid by the College.

Occasional –Service volunteer-means any person who provides one-time or occasional voluntary service.

Regular Service Volunteer means any person who engages in specific voluntary service activities on an ongoing or continuous basis.

#### **5.0 References**

Code of Virginia §2.2-3601, §2.2-3603, §2.2-3605, §2.2-2823.

#### **6.0 Point of Contact**

Human Resource Manager

#### **7.0 Approval and Revision Dates**

Approved March 15, 2010-Presidents Council



*Volunteer/Student Intern Assignment Letter*

Date:

Dear (volunteer's name):

Thank you for volunteering your services to our department. The following is a summary of your duties and responsibilities:

- \*
- \*
- \*

You will receive training on the duties you will be performing and feedback will be given to you on your performance. As a volunteer, there is no compensation for your services.

Your work schedule will be: \_\_\_\_\_

Your supervisor is \_\_\_\_\_ and should be contacted for any questions concerning your service as a volunteer.

Special requirements of serving as a volunteer in our department (such as specific skills the person must possess, driver's license and insurable driving record, dress code, etc.) are: \_\_\_\_\_

Please review the attached Volunteer Information Sheet which is provided to summarize important policies that govern your volunteer service.

Sincerely,

Name of Supervisor

Title

I have read and understand the above information and I agree to the terms of the duties as a volunteer at Germanna Community College and agree to abide by the policies and procedures of the VCCS, Germanna Community College, and state and federal law.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Parent or Guardian (If volunteer is under 18) Date: \_\_\_\_\_