



## **Volunteer Policy and Procedures**

### **Policy Statement**

Louisburg College appreciates the contributions of volunteers in fulfilling its mission of higher education and college athletics. This policy provides general guidance for managers to follow prior to allowing an individual to volunteer and guidance for the conduct and activity of all volunteers.

### **Definition of Volunteer**

Consistent with definitions and guidance from the U.S. Department of Labor, volunteers are individuals who volunteer or donate their services, usually on a part-time basis, for public service, religious or humanitarian objectives, not as employees and without compensation.

Volunteers are uncompensated and provide services without the expectation of pay for the volunteer activity and have no reason to expect that Louisburg College will offer employment following the volunteer period. Volunteers are not eligible for Louisburg College benefits, including unemployment or workers' compensation benefits.

To ensure that individuals performing volunteer services are not employees for purposes of the Fair Labor Standards Act (FLSA), all of the following criteria must be satisfied in order for individuals to be approved to volunteer:

1. The services are intended to be voluntary and to be rendered without compensation.
2. The services must constitute a bona fide effort of the individual to volunteer for humanitarian or public service purpose or for the benefit of education, training, or professional experience.
3. Individuals volunteer their time for their own personal motives without promise or expectation of compensation or employment.
4. Volunteers must not be used in ways that displace or replace regular employees in the performance of their normal duties.

### **Requirements and Responsibilities Pertaining to Volunteers**

- Anyone, including retirees, students, alumni, or others may provide volunteer services or perform internship activities. However, individuals under the age of 16 may not become volunteers.

- Volunteers are subject to and must abide by all applicable Louisburg College and department policies, procedures and rules, including but not limited to those relating to health and safety, confidentiality, intellectual property, protected personal information, non-discrimination, computer use, ethics, conflict of interest, criminal background check, drug use, and anti-violence.
- It is the responsibility of the sponsoring supervisor to review these policy and procedure details with volunteers.

### **Prohibited Activities**

Volunteers cannot replace or be substituted for current employees or perform work that would otherwise require another individual to be employed. Volunteer services are generally limited to humanitarian, charitable, or public service purposes and normally are rendered on a part-time and temporary nature.

Louisburg College volunteers are also prohibited from performing the following activities:

- Operating heavy equipment, including vehicles
- Working with stored energy (e.g. steam, electricity, hydraulics)
- Entering into any contract on behalf of the College
- Activity considered inappropriate for any employee

### **Training**

Volunteers must satisfactorily complete all applicable training and orientation appropriate to the role prior to commencing activities. Depending on the nature of the service, training may include Title IX requirements, FERPA, compliance, or customer service requirements. ALL volunteers who will work directly with students are required to complete Title IX Training before starting volunteer activities.

### **Termination**

Volunteers are expected to conduct themselves consistent with standards of professional behavior common to all College and departmental staff. Volunteer opportunities approved under this policy may be terminated at any time without cause or prior notice. Email accounts, keys, ID badges, and other equipment issued to a volunteer remain the property of Louisburg College and must be returned upon termination.

## **Employees as Volunteers**

Under special circumstances, an employee may serve as a volunteer when their paid work is substantively different from his or her work as a volunteer and the purpose of the volunteer activity otherwise complies with the definition in this policy. Any Louisburg College employee seeking to volunteer in any capacity must receive prior approval from the College President after receiving department level approval.

## **Procedures for Placing a Volunteer**

When selecting and engaging a Volunteer, it is the department's responsibility to be certain the individual has adequate experience, qualifications, orientation, training, and supervision appropriate to the volunteer or tasks they will be expected to perform as follows:

1. Acceptance of a volunteer is subject to a background check that must be satisfactorily completed prior to the assignment. The background checks should normally be coordinated through Human Resources.
2. Each potential volunteer must complete Title IX Training.
3. Each potential volunteer must complete a Volunteer Agreement form.
4. If the individual is returning or starting a new assignment, and, if a break in assignment is six (6) months or more, all forms and processes set forth above must be completed or updated.

## **Sponsoring Manager:**

1. Sponsoring Managers will be responsible for working with Human Resources to complete the process explained above prior to the volunteer's first day.
2. Sponsoring Managers are prohibited from providing volunteers physical files or shared drive access to electronic files containing PPI.
3. Sponsoring Managers will ensure that the volunteer is properly trained on all required policies including the Volunteer policy, procedures, safety equipment, and that the volunteer is following/using them. Department specific policies and procedures will be addressed as appropriate.
4. Sponsoring Managers will ensure that the volunteer's activities are monitored at all times, either by the Sponsoring Manager of record or an appropriate delegate. Under no circumstances will a volunteer be left unsupervised with materials deemed hazardous.
5. Sponsoring Managers or their delegates will be responsible for requesting the deactivation of the volunteer's access upon completion of activity.
6. The supervisor and/or department will be responsible for retaining all forms and documents for a period of three years from the date the volunteer ends the assignment.
7. Upon termination of volunteer status, the Sponsoring Manager must notify Human Resources.