

ADMINISTRATIVE PROCEDURE 7500 - Volunteers

Purpose and Scope

The purpose of this procedure is to outline the District policy on volunteers. Each volunteer is subject to the screening process set forth in this policy, with the following exceptions:

- volunteers serving in single day college events;
- individuals serving as volunteers in Associated Student Organization officer positions at the colleges. ASO officers are not entitled to defense and indemnity by the District.

The Vice President of Administrative Services may authorize suspension of the screening process when he/she believes that this process is not necessary for the volunteers serving in the particular event.

General

The District may enter into agreements with outside organizations to provide volunteers to the District to work at college locations. Such agreements will contain appropriate defense and indemnification language to protect the district from liability in connection with the volunteer services.

Volunteers serve the District in an "at will" capacity. The District may terminate a volunteer's services for any reason or no reason at all.

Pursuant to Government Code Section 3119.5, no person aged 60 years or older may be excluded from volunteer service if the person is physically, mentally and professionally capable of performing the services involved. A person shall be deemed "professionally capable" if he/she can demonstrate reasonable proficiency or relevant certification and performs his/her professional duties in accordance with laws, regulations or the technical standards that govern his/her area of volunteer responsibility.

Volunteers may not be used in lieu of classified employees. The District may not refuse to employ a person in a vacant classified position and use volunteers instead, nor may it abolish any classified positions and use volunteers instead.

Screening

The District shall require, at a minimum, the volunteer's name, address, phone number and history of convictions.

A volunteer's service record shall be maintained by the district.

Fingerprints of each volunteer may be required. Volunteers with on-going assignments and volunteers who interact with minors shall be required to provide a complete set of fingerprints for the purpose of running a criminal background check.

No person may serve as a volunteer in the District if:

- He/she has been convicted of or if he or she has charges pending which pertains to any sex offense (as defined in Education Code Section 87010), or controlled substance offense (as defined in Education Code Section 87011).
- He/she has been convicted of a crime and the Vice President of Administrative Services determines that: the nature of the crime is too serious to serve as a volunteer; the crime was too recent; and/or the crime is inconsistent with obligations in performing assigned duties as a volunteer.
- He/she has a health condition that would preclude him/her from satisfactorily performing essential duties of the position.
- He/she makes a false statement or omits a statement as to any material fact in the application form process.

Incidental Expenses

Persons serving without pay as volunteers may receive pre-approved reimbursement for incidental expenses.

Benefits

Volunteers are employees of the District only for the purpose of worker's compensation benefits for injuries sustained while engaged in the performance of any service under the direction and control of the district. With the exception of worker's compensation (Education Code Section 72401), volunteers shall serve without any type of compensation or any other benefits granted to district employees. Volunteers shall not be entitled to defense and indemnity from the district.

Adopted 6/15/04



Merced Community College District

Human Resources Volunteer Agreement and Assignment

This **Volunteer Agreement** must be completed for all Merced Community College District (MCCD) Volunteers. It should be initiated by the Volunteer's Site Supervisor, and will be kept on file in Human Resources. This form must be signed by the volunteer and sent by the Supervisor to the next appropriate signatory. Volunteers working more than one day must submit to and pass a background clearance (Live Scan). **Volunteers cannot start** until their supervisor receives an email confirmation from Human Resources advising them that they have been cleared. Please note that volunteers can only provide support within the dates and time frames requested on the form. Extended volunteer assignments will require a new form to be completed and resubmitted.

Volunteer's Full Name: _____

Is the volunteer a current MCCD employee? Yes _____ No _____

**The District's current practices does not allow for District employees to concurrently hold volunteer assignments.*

DATATEL #: _____ Date of Birth: _____

Address: _____

City, State, Zip: _____ Phone #: _____

Driver's License # (if driving is involved): _____ DL Expiration Date: _____

If transporting of students is involved, list the District employee that will be in general supervision: _____

Beginning Date: _____ Ending Date: _____

Area/Department: _____ Supervisor: _____

Brief description of volunteer responsibilities: _____

WEX Placement: ☐ yes ☐ no

MCCD Employee: ☐ yes ☐ no (MCCD Employees cannot volunteer during scheduled work time)

Volunteer Confidentiality Agreement Merced Community College District

I understand that by the virtue of my assignment at Merced Community College District, I may have access to records, which contain individually identifiable information, the disclosure of which is prohibited by the Family Education Rights and Privacy Act of 1974.

I agree to maintain the confidentiality of all information with which I come in contact as a volunteer at the college. I will not share information pertaining to student academic, financial, or disciplinary actions with anyone other than current college staff/faculty that have a legitimate educational interest.

I acknowledge that I fully understand that the intentional disclosure by me of this information to any unauthorized person could subject me to criminal and civil penalties imposed by law. I further acknowledge that such willful or unauthorized disclosure also violates the standards of Merced Community College District and could action up to and including termination of my volunteer assignment regardless of whether criminal or civil penalties are initiated.

I have confirmed the information of this contract and agree to the conditions of volunteer assignment above.

California Education Code sections 87405, 87406, 87010, 87011, and 88022 prohibit any community college district from employing persons who have been convicted of a controlled substance offense and/or a sex offense. While volunteers are not considered employees of the District, Merced Community College District still requires volunteers to be free from such convictions. By signing below, you are acknowledging that you have not been convicted of a sex offense or controlled substance offense. The District may cross-reference publicly accessible databases, including Megan's Law Registry.

Volunteers must also agree to the following terms as applicable:

- MCCD AP 7500 – Volunteers are employees of the District only for the purpose of worker's compensation benefits for injuries sustained while engaged in the performance of any service under the direction and control of the district. With the exception of worker's compensation (Ed Code Section 72401), volunteers shall serve without any type of compensation or any other benefits granted to district employees.
- In case of illness or other emergency, the volunteer will notify the appropriate contracting office as far in advance of class/assignment time as possible.
- MCCD is not responsible for loss or theft of personal property.
- The college does not have medical facilities and is unable to provide more than minimal first aid care. First aid kits are available in all buildings. In case of medical emergency, please contact your supervisor.

Volunteer Signature

Date

MCCD Supervisor Signature

Date

Area Dean Signature

Date

Area Vice President Approval

Date

FOR HR USE ONLY:

HR Analyst verification of live scan :

HR Analyst Signature

Date

Fingerprint Clearance _____

HR Vice President approval: _____

HR Vice President Signature

Date

Date of notification to supervisor: _____