

BOARD POLICY ON VOLUNTEER SERVICES

PERFORMING VOLUNTEER SERVICES

D1240

Unsalaries personnel authorized by the governing board or their designee to perform volunteer service for the district shall be deemed to be employees of the district for the purpose of workers' compensation insurance benefits provided for by law for any injury sustained by him/her while acting in the course and scope of the authorized service. Such volunteers will not displace classified employees and shall not be deemed employees of the district for any purpose except as provided in the Education Code.

Legal Reference: Education Code 72506c, Labor Code 3364.5
Adopted 08/12/82

**Napa Valley Community College District
Administrative Regulations to Board Policy D1240**

Volunteer Services

A. NON-EMPLOYEE VOLUNTEERS PERFORMING CLASSIFIED WORK

1. Potential volunteers must complete the Classified Application once they are informally interviewed by the supervisor of the assignment.
2. Volunteers working with individuals under 18 (Child Development Center, Upward Bound, Talent Search, etc) must also be fingerprinted.
3. The supervisor and VP of the area sign a Volunteer Agreement form, which is submitted to the Office of Human Resources (HR), along with the Classified Application, at least fourteen days prior to a Board of Trustees meeting.
4. The assignment is submitted to the Board of Trustees for approval on the Personnel Document as a short-term assignment.
5. Once approved by the Board of Trustees, a copy of the form is returned to the supervisor and volunteer, showing the actual approval date. The volunteer may begin the assignment after that date.
6. Non-employee volunteers who are not students may be eligible for a parking permit upon the request of the administrator of the area. In such cases, the administrator will notify HR to initiate the issuance of a permit for the respective semester/term.

B. EMPLOYEE VOLUNTEERS PERFORMING CLASSIFIED WORK

1. College employees may volunteer outside of their regular work schedule by completing the Volunteer Agreement for Employees form.
2. The supervisor and VP of the area sign the Volunteer Agreement for Employees form indicating approval of the assignment.
3. The agreement form is then submitted to HR for approval by the Dean of Human Resources and the Board of Trustees.
4. Once approved by the Dean of Human Resources, the assignment is submitted to the BOT for approval on the Personnel Document as a short-term assignment.
5. Upon board approval, HR returns a copy of the volunteer agreement form to the supervisor of the volunteer work, the employee's regular supervisor, and the volunteer. The volunteer can begin the assignment any time after the board approval date.

C. VOLUNTEERS PERFORMING FACULTY WORK

Divisions periodically accept faculty interns and volunteers. The following process applies to volunteers and interns performing faculty work.

1. Upon approval by the division chair/department dean, the intern/volunteer completes the Academic Application and attaches resume and transcripts.
2. Interns/volunteers must verify that they meet minimum qualifications for the discipline pursuant to Title 5. This is accomplished through an appointment with the Administrative Assistant in the Office of Instruction.
3. Interns/volunteers must be fingerprinted at their own expense.
4. The division chair/department dean and the VP of the area sign the application and note that the position is an intern/volunteer assignment. The application, resume, and transcripts are then forwarded to HR, with the appropriate Volunteer Agreement form.
5. This assignment is submitted to the BOT for approval on the Personnel Document as a short-term assignment.
6. Once there is board approval, HR notifies the division chair/dean of the approval. At that point, the intern/volunteer can begin work.
7. Depending on the division, additional paperwork/processes may be required. For example, the Counseling Division requires proof of malpractice insurance and an interview.