

2-38 Volunteer Policy

OVERVIEW

College of The Albemarle welcomes involvement of community members in fulfilling the mission of the college through its volunteer opportunities. The college encourages individuals to offer their services to the institution without requiring reimbursement as such participation benefits the institution, students, and the volunteers. Without volunteers, many services would be impacted due to funding priorities.

ELIGIBILITY

- Volunteers must be at least 18 years of age and are subject to the same policies of all paid employees because of the liability assumed by the institution for their work.
- All volunteers, with the exception of guest lecturers, must be registered with the office of Human Resources and complete a Volunteer Data Information Sheet.
- Individuals participating in the volunteer program will also be required to sign a Volunteer Agreement form acknowledging their role and agreement to follow all College of The Albemarle policies and procedures.
- All potential volunteers must complete a satisfactory background check. Results of the background check will remain confidential.
- College of The Albemarle reserves the right to refuse volunteer services from any individual based on the results of this background check.
- College employees who are not exempt from the overtime provisions of the Fair Labor Standards Act ordinarily will not be allowed to serve in any volunteer capacity.

RIGHTS AND RESPONSIBILITIES

- College of The Albemarle volunteers shall abide by all college policies and procedures including, but not limited to, confidentiality, safety, computer use, drug use, and student information.
- Volunteers are not considered college employees, no term of service shall be expressed or implied by the college. Therefore, volunteers are not eligible for compensation or employee benefits.

Chapter Name: **Personnel Policies**

Policy 2-38

Policy Title: **Volunteer Policy**

Date Approved: 06/15

Date Revised: _____

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- Volunteers have the right to end their services at any time while providing as much advance notice as possible. College of The Albemarle may terminate volunteer services at any time without prior notice.
Volunteers must complete the Volunteer Agreement and all required forms before services can begin.