



# College of The Albemarle Policy

**Policy Number: 3.4.10**

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**Title: Volunteers**

**Related Policy and Procedures: Procedure 3.4.10.1 Volunteers**

**Division of Responsibility: Human Resources**

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## SCOPE

This policy applies to all members of the COA community, including faculty, staff, students, and third parties who act as volunteers or who engage volunteers on behalf of the College with the following exception:

This policy does not apply to COA Board of Trustee members, COA Foundation Board of Directors members, and individuals serving on committees, task forces, advisory panels, and academic-related committees, which are not considered volunteering for the purpose of these guidelines. Additionally, these guidelines do not apply to persons contracted to provide services for the College.

## OVERVIEW

The College welcomes the 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 volunteers.

College volunteers are expected to abide by all college policies, procedures, and external laws and regulations that govern their actions. These may include but not be limited to those relating to ethical behavior, safety, confidentiality, protected health, student information, computer use, financial responsibility, and drug use.

Volunteers between the ages of fourteen (14) and seventeen (17) must have written consent from a parent or guardian before performing volunteer services and must comply with all appropriate laws and regulations on child labor. Volunteers who are under the age of fourteen (14) may volunteer under the supervision of their parent or guardian at all times while performing volunteer services. Supervisors must consult with Human Resources before engaging minors for volunteer services.

Volunteering, in itself, does not constitute an employment relationship with the College on any grounds or for any reason and is not covered by the Fair Labor Standards Act and is not eligible for any College benefit, including Workers' Compensation. The College has the discretion to select volunteers and determine the length of volunteer service.

June 13, 2023

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N/A

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**Date Approved by Board of Trustees**

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**Date of Last Review**

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**Date of Last Revision**