



College of The Albemarle Policy

Policy Number: 3.4.10

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Title: Volunteers/ Unpaid Student Interns

Related Policy and Procedures: Procedure 3.4.10.1 Volunteers

Division of Responsibility: Human Resources

SCOPE

This policy applies to all members of the COA community, including faculty, staff, students, and third parties who act as volunteers/unpaid student interns or who engage volunteers/unpaid student interns 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, this Policy does not apply to persons contracted to provide services for the College.

Volunteers/unpaid student interns may not replace, displace, or reduce the roles of paid employees, nor should they perform tasks that would typically be compensated.

OVERVIEW

The College welcomes the involvement of community members in fulfilling its mission through volunteer/unpaid student intern opportunities. The College encourages individuals to offer their services to the College without requiring compensation, as such participation benefits the institution, students, and volunteers.

College volunteers/unpaid student interns are expected to abide by all College policies, procedures, and applicable external laws and regulations governing 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. In addition, Human Resources, along with the appropriate supervisor, will establish the necessary supervision requirements, conduct background checks as needed, and define the permissible duties for volunteers/unpaid student interns.

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. All unpaid student interns must be at least eighteen (18) years old and must be involved in a supervised program with the College or another educational institution.

Volunteering or participating in an unpaid student intern 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 the volunteer/unpaid student intern is not eligible for any College benefit, including Workers' Compensation. The College has the discretion to select volunteers/unpaid student intern and determine the length of service.



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June 13, 2023

Date Approved by Board of Trustees

April 14, 2026

Date of Last Review

April 14, 2026

Date of Last Revision