

Policy 5.02

Volunteer Policy

Current and former students, as well as members of the community may volunteer their time and services to the College upon the permission of the Senior Administrator for the area in which they will volunteer. Volunteers are not employees of the College and receive no compensation or employee benefits of any type in exchange for their services or work. Volunteers must be at least 18 years of age. Volunteers will not be allowed to perform any work that would violate the NC State Board of Community Colleges Code or federal and state labor laws.

Volunteers will abide by all college policies and procedures and volunteer based on the needs of the College, with no term of service expressed or implied. Volunteers are required to sign any forms the College deems necessary including a Code of Ethics/Release of Liability form and Volunteer Application Form. Volunteers for certain College events may not be required to complete the above mentioned paperwork.

The supervisor of the volunteer is responsible for providing all necessary training and instructions for the assigned work. Supervisors must comply with all OSHA and safety standards regarding the volunteer's environment and limit their risk as much as possible. In the event of any accident or policy violation involving the volunteer, the supervisor should report all details to the Human Resources Office immediately.

Volunteer assignments will not include any work that requires access to the College's administrative computer system, employee and payroll records, or is not in compliance with federal or state student privacy laws including the Family Education Rights and Privacy Act (FERPA).

Volunteers for Foundation Events

Volunteers are often utilized for the College Foundation events and are subject to the policies and procedures of the College Foundation. Names and contact information of volunteers for Foundation events will be kept in the Foundation Office.

Guest Lecturers

The College has individuals that volunteer their services to the institution for short periods of time as guest lecturers to serve as an outside resource for specific blocks of instruction within a given course. The College encourages this participation because of the benefit to the instructional process and these individuals are not subject to the Volunteer Policy. Guest lecturers must adhere to the same rules, regulations, and policies required of all paid employees because of the liability assumed by the institution during their brief role in the instructional process. It shall be the responsibility of the regular instructor, Dean and Vice President of Academics to ensure that guest lecturers comply with the College's policies.

Policy

Interns

Interns may be current College students, students from other college campuses, and employees who enter into unpaid internships upon the mutual agreement of their sponsoring institution, their supervisor, and the College. Interns are subject to this policy and must adhere to the same rules, regulations, and policies required of all paid employees. Internship programs provide students with the means of documenting their achievements to show potential employers they have gained practical experience in their areas of study. These interns must adhere to the same rules, regulations, and policies required of all paid employees because of the liability assumed by the institution during their internship. It shall be the responsibility of the intern's supervisor and Senior Administrator to ensure that interns comply with the College's policies.

Exclusions

Certain groups are not subject to this policy, but may be subject to other policies and procedures of the College or other agencies. These groups include, but are not limited to the following:

- Individuals completing court mandated community service
- College Ambassadors
- SGA Officers

All inquiries related to the College Volunteer Policy should be directed to the Human Resources Office.

References

Legal References: *1C SBCCC 200.94*

SACSCOC References: *Enter SACSCOC references here*

Cross References:

History

Senior Staff Review/Approval Dates: *2/5/13*

Board of Trustees Review/Approval Dates: *2/5/13*

Implementation Dates: *Enter date(s) here*