

College Operating Procedures (COP)



Procedure Title: Volunteer Services
Procedure Number: 05-0304
Originating Department: Office of Human Resources

Specific Authority:

Board Policy 6Hx6:5.02
Florida Statute 1001.64, 1001.65
Florida Administrative Code n/a

Procedure Actions: Adopted: 01/15/10; 02/16/10; 11/1/10; 2/04/14

Purpose Statement: To provide procedures for the use of volunteer services at the College.

Guidelines:

The purpose of this procedure is to define and establish the process for the use of volunteers at Florida SouthWestern State College (College).

- A. Individuals who volunteer or donate their services generally do so on a part-time basis with no minimum time requirements. They do not volunteer as employees, receive no compensation, and are not considered employees of the College. Volunteers are unpaid and are not entitled to unemployment compensation.
- B. Volunteers are covered under the College's worker's compensation policy if injury occurs while performing approved volunteer duties.
- C. College employees are not allowed to volunteer additional time to do the same work for which they are employed without compensation.
- D. College employees are not allowed to volunteer for positions requiring time away from the position for which they are employed and compensated for.
- E. Each volunteer position will be clearly defined as to qualifications, responsibilities, and limitations of the position.
- F. The department in need of the volunteer will be responsible for the recruitment of the individual(s) for the volunteer position(s).
- G. Volunteers are required to complete a College application through the e-jobs on-line system, be fingerprinted, and supply various personal data including emergency contact information. **Volunteers cannot start assignments until all documents are completed, fingerprint results are received/reviewed, and approval is given by the Director, Human Resources.**

- H. Enrolled Florida SouthWestern State College students are eligible to volunteer for positions to meet service project/service learning requirements.
- I. Individuals may not volunteer at the College as part of a court-ordered community service program.
- J. Volunteers shall comply with all Board policies, College procedures, Florida Board of Education Rules, and Florida Statutes.

Procedures:

The following process is to be followed when the use of a volunteer has been deemed necessary:

- A. The department shall prepare a *Request for Volunteer Services* form and submit to the Human Resources office at least three (3) business days prior to the anticipated start date of the volunteer.
- B. The department shall contact the volunteer and coordinate a time for them to visit the Human Resources office and complete the necessary forms and fingerprinting.
- C. The Human Resources department will contact the volunteer supervisor upon approval of the volunteer and return a copy of the approved request to the department. In some instances, this may extend beyond three (3) business days. If this occurs, the volunteer may not start until all documents are completed, fingerprint results are received/reviewed, and approval is given by the Director, Human Resources.
- D. The department will contact the volunteer, arrange appropriate training, and assign a schedule.
- E. Departments utilizing volunteers must maintain a volunteer time and attendance log book indicating the days and hours the volunteer is performing those duties. The log book must be available for inspection by appropriate College officials (Human Resources, Auditors, etc.) upon request. The failure of a department to accurately record volunteer time and maintain the volunteer log book may render the department ineligible to use volunteers in the future.