

**TALLAHASSEE COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
P O L I C Y**

TITLE: Volunteers	NUMBER: 04-42
AUTHORITY: Florida Statute: 1001.64, 1001.65	SEE ALSO: <ul style="list-style-type: none"> • Administrative Procedure 04-42AP: Volunteers
DATE ADOPTED: 12/01/97; 03/15/99; 01/22/01; 11/22/10; 8/15/2016	

Tallahassee Community College welcomes members of the community to volunteer their time and services in areas of need at the College. The purpose of this policy is to direct the establishment of uniform guidelines for screening and engaging volunteers and to ensure that volunteers' relationships with the College are clearly established and understood by both parties.

Volunteers are individuals who perform services directly related to the activities of the College for their own benefit, to support the humanitarian, educational, charitable or public service activities of the College, or to gain experience in specific endeavors. There is no employment relationship between the College and the volunteer, and volunteers thus perform services without promise, expectation or receipt of any compensation, future employment or any other tangible benefit.

To ensure that an individual performing volunteer services is not an employee for any purpose, all of the following criteria must be satisfied in order for an individual to be approved as a volunteer:

- A. The services are intended to be voluntary and to be rendered without compensation.
- B. The services must constitute a bona fide effort of the individual to volunteer for a humanitarian or public service purpose or for the benefit of his/her professional or personal experience.
- C. The fact that the individual is an employee elsewhere in the College does not mean he/she cannot volunteer in a capacity that differs from his/her employment. However, where an employment relationship does exist, that relationship may not be waived; so, for example, an employee cannot volunteer to do activities that are the same or similar to ones he/she performs in his/her job.
- D. Individuals volunteer their time for their own personal motives, without promise or expectation of compensation, at hours that suit their own convenience.

- E. Volunteers must not be utilized in ways that displace or replace regular employees in the performance of their normal duties.

Volunteers must complete an onboarding process through TCC's Human Resources Department; this process includes completion of a satisfactory criminal background screen and submission of personal information needed for insurance purposes (non-citizens wishing to volunteer must possess a United States Social Security Number). Volunteers are expected to abide by college policies and external regulations that govern their actions including, but not limited to, ethical behavior, confidentiality, financial responsibility, drug/alcohol use, health and safety, protected health information, non-discrimination/harassment, and computer use.

Volunteers will not be granted the following access without prior approval by the President:

- A. Computer network access or access to confidential College, student, and/or employee information.

Volunteers may not provide the following services:

- A. Operating heavy equipment or motor vehicles on behalf of the College.
- B. Any other activity deemed inappropriate by the College in its sole discretion.

Discretion should be used in determining if services can be provided other than through the assistance of a volunteer.

The College may dismiss a volunteer at any time, at its convenience and in its sole discretion, without exception and without notice.