

# TALLAHASSEE COMMUNITY COLLEGE ADMINISTRATIVE PROCEDURES

<b>TITLE:</b> Volunteers	<b>NUMBER:</b> 04-42AP
<b>AUTHORITY:</b> Florida Statute: 1001.64, 1001.65	<b>SEE ALSO:</b> Board Policy 04-42: Volunteers
<b>DATE APPROVED:</b> 04/30/2014; 8/22/2016	

## A. Purpose:

This procedure will establish uniform guidelines for the screening and engaging of volunteers on Tallahassee Community College's (TCC) campus, and to ensure that volunteers' relationships with the College are clearly established and understood by both parties. This procedure is designed to enable Tallahassee Community College to accept volunteers, reduce risk and protect the interests of the College, its volunteers, and the community it serves.

## B. Definitions:

Confidential Information – is College, student and/or employee information deemed confidential by the College, state or federal laws, and governing regulations.

Sensitive populations - are individuals under 18 years of age, or other individuals entitled to enhanced supervision or protection based on College practice or State or Federal law.

Unsupervised - means that the volunteer will, for any period of time, have access to assets of the College without the physical presence of a supervising College employee.

Volunteer – is a person who voluntarily offers himself or herself for a service or undertaking: a person who performs a service willingly and without pay. This includes any person performing services for the College in a non-paid capacity such as a non-paid intern.

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**C. Procedure:**

1. Request for Volunteer:

To utilize volunteers, the supervisor of the respective department must submit a “Request for Volunteer” memo to the Human Resources Department (HR). The “Request for Volunteer” memo should include the area where the volunteer will potentially work, the proposed dates of service, work schedule(s), and job duties.

The “Request for Volunteer” memo can be submitted to HR in electronic or hardcopy form and must have the corresponding Vice-President’s signature of approval.

It is not the practice of TCC to grant computer network access or access to any information deemed confidential to volunteers. If access to TCC’s computer network or confidential information is needed, the “Request for Volunteer” memo must outline the specific need and include the President’s signature of approval. College employees who grant such access are responsible for ensuring proper approval has been given prior to access being granted.

2. Onboarding Volunteer:

Prior to the volunteer beginning service, the supervisor shall schedule an appointment with the HR Department for the individual to complete the onboarding process including, but not limited to, the following processes, document presentation and forms completion:

- Criminal Background Screening
- Acknowledgement of Receipt of College Documents (including FERPA information)
- Social Security Notification of Collection and Usage
- Oath of Loyalty
- Photo ID
- Social Security Card

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.

The volunteer may not begin service until approval is given from Human Resources confirming that the onboarding process has been satisfactorily completed. The Human Resources Department will communicate this approval and/or denial to the requesting supervisor.

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3. Supervising Volunteer:

The TCC department in which the volunteer is providing their time and services will be responsible for identifying volunteer services/assignments and all coordination of any required documentation. The Human Resources Department will maintain the volunteer record through Workday as a Contingent Worker.

The department is responsible for maintaining any other documentation and providing training, supervision, and direction to the volunteer.

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

**D. Eligibility:**

1. Individuals wishing to serve as a College volunteer are subject to the following eligibility requirements:

- Satisfactory completion of TCC's volunteer onboarding process: including the requisite criminal background screening and submission of personal information for insurance purposes.
- The individual must have adequate experience, qualifications, and training for the task(s) he or she will be asked to perform as a College volunteer.
- An individual who is under the age of eighteen (18) may only become a College volunteer with the written consent of a parent or legal guardian.

2. 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:

- The services are intended to be voluntary and to be rendered without compensation.
- 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.

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- 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.
  - Individuals volunteer their time for their own personal motives, without promise or expectation of compensation, at hours that suit their own convenience.
  - Volunteers must not be utilized in ways that displace or replace regular employees in the performance of their normal duties.
3. Volunteers will not be granted the following access without prior approval by the President:
- Computer network access.
  - Access to confidential College, student, and/or employee information.
4. Volunteers may not provide the following services:
- Operating heavy equipment or motor vehicles on behalf of the College.
  - Operating any equipment requiring specific training.
  - Any other activity deemed inappropriate by the College in its sole discretion.
5. Volunteers shall be covered by workers' compensation in accordance with Florida Statute 440.
6. Discretion should be used in determining if services can be provided other than through the assistance of a volunteer.
7. The College may dismiss a volunteer at any time, at its convenience and in its sole discretion without exception and without prior notice.

**E. Rights and Responsibilities:**

Tallahassee Community College volunteers shall abide by all the College's policies, state and federal laws, and regulations that govern their actions including, but not limited to, those relating to ethical behavior, safety, confidentiality, protected health and student information, computer use, financial responsibility, and drug use.

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College volunteers are not covered by the Fair Labor Standards Act and are not considered employees for any purpose. Therefore, College volunteers are not eligible for compensation or any benefits as a result of their service or association with Tallahassee Community College.