

College Procedure: 404.25 - Volunteers
Policy Reference: 404 – Employment Relationship
Responsible Department: Human Resources
Approval Authority: Cabinet
Procedure Owner: Vice President, Human Resources
Effective Date: 7/1/2020

Version Number: 1
Legal Counsel Reviewed (yes/no): No
Legal Reference(s):
Scope: College-wide

Reason for Procedure

Kirkwood Community College encourages ongoing and active volunteer involvement by individuals and groups when it will enhance the student and community experience.

The Procedure

A volunteer is representing the College while performing assigned duties. Accordingly, volunteers are expected to abide by the same College policies, procedures and external regulations that govern the conduct of employees of the College, including, but not limited to, those relating to ethical behavior, safety, confidentiality and computer use. The College has authority to suspend and/or deny the services of any volunteers if procedures are not adhered to.

All volunteers are required to annually complete an online application a minimum of 72 hours before their session begins that year. The application process includes a criminal background check and a check against a nationwide sex offender database. All volunteers should be under the direction of a College faculty or staff member who is responsible for ensuring this procedure is followed.

All volunteers should review the procedures listed under references as well as this procedure so they are aware of College expectations while they are providing services.

College volunteers are not covered by the Fair Labor Standards Act and are not considered employees for any purpose.

References

Code of Ethics and Conduct Procedure
Harassment Procedure
Reporting of Abuse Procedure
Workplace Violence Prevention Procedure

Definitions

Term	Definition
Volunteer	Anyone who, without an expectation of compensation, performs services related to business of the College and enhances the student experience.

Revision Log

Version Number	Date Approved	Approved by	Brief Description of Change
	7/1/2020	Cabinet	New procedure