

# ADMINISTRATIVE PROCEDURE

## Southwestern Oregon Community College

### AP 7500      Volunteers

#### References:

ORS 30.260 to 30.300 (Oregon Tort Claims Act)

**NOTE:** *This procedure is **legally advised**. Local practice may be inserted. The following will satisfy requirements related to workers compensation and other insurance contingencies.*

#### Definitions

**Volunteers:** Individuals 16 years of age or older who perform services in support of the College's mission without expectation or receipt of compensation, benefits, or consideration for the services provided on their own initiative.

#### Purpose and Scope

Southwestern Oregon Community College (SWOCC) encourages engaging retired staff, faculty, alumni, and community members to volunteer to enhance the services that SWOCC provides at locations throughout the district. Volunteers will serve at their own initiative and without expectation or receipt of compensation, benefits, or other material consideration for the services provided.

As an Equal Employment Opportunity institution, SWOCC provides volunteer opportunities to qualified minorities, women, veterans, and individuals with disabilities.

This procedure is designed to reduce the risk to the College of utilizing volunteers, and to protect the interests of the College, its volunteers, and the community it serves.

SWOCC guidelines supporting this policy will be developed to address various issues regarding the engagement of volunteers for services to the College, define the voluntary relationship, its privileges, and responsibilities, and clarify the College's liability for using the services of volunteers.

#### General Guidelines

Volunteers are authorized to serve at the College in accordance with this policy and applicable laws and regulations.

Volunteers are required to complete a volunteer information packet and a background check. Upon successful review, they will be eligible for acceptance to the volunteer position and will adhere to the volunteer guidelines.

Volunteers are also expected to follow SWOCC board policies, administrative procedures, and rules of conduct that protect the interest and safety of volunteers, staff, and students.

SWOCC may enter into agreements with outside organizations to provide volunteers to SWOCC to work at college locations. Such agreements will contain appropriate defense and indemnification language to protect SWOCC from liability in connection with the volunteer services.

*Southwestern Oregon Community College does not discriminate on the basis of race, color, gender, sexual orientation, marital status, religion, national origin, age, disability status, gender identity, or protected veterans in employment, education, or activities as set forth in compliance with federal and state statutes and regulations.*

Volunteers serve SWOCC in an "at will" capacity. SWOCC may terminate a volunteer's services for any reason.

Volunteers may not be used in lieu of employees. SWOCC may not refuse to employ a person in a vacant position and use volunteers instead, nor may it abolish any positions and use volunteers instead.

### **Screening Process**

SWOCC shall use an application form that requires, at a minimum, the volunteer's name, address, phone number, and email address.

A background check will be required prior to a volunteer being accepted for placement at SWOCC.

A volunteer's service record shall be maintained by SWOCC.

Subject to the limitations of this procedure, employees assigned to other positions within SWOCC may serve as volunteers during off-hours.

No person may serve as a volunteer at SWOCC if:

- They have been convicted of or if they have charges pending which pertains to any sex offense, or controlled substance offense .
- They have been convicted of a crime and the Chief Human Resources Officer determines that: the nature of the crime is too serious to serve as a volunteer; the crime was too recent; or the crime is inconsistent with obligations in performing assigned duties as a volunteer.
- They have a health condition that would preclude him/her/them from satisfactorily performing essential duties of the position.
- They make a false statement or omits a statement as to any material fact on the application form.

### **Policy Exemption**

Current SWOCC students and individuals serving as non-SWOCC members of a SWOCC committee, or as guest speakers, are not considered to be volunteers and are exempt from this policy.

### **Incidental Expenses**

Persons serving without pay as volunteers may receive reimbursement for incidental expenses with prior college approval.

### **Benefits**

SWOCC volunteers are considered public employees by the State of Oregon, subject to Oregon Ethics Laws (ORS 244) specifically with regards to personal gain and gifts. Volunteers are employees of SWOCC only for the purpose of worker's compensation benefits for injuries sustained while engaged in the performance of any service under the direction and control of SWOCC. With the exception of worker's compensation, volunteers shall serve without any type of compensation or any other benefits granted to SWOCC employees. Volunteers are considered agents of the state for purposes of the Oregon Tort Claims Act and receive liability coverage by SWOCC for their acts and omissions when acting within the course and scope of their duties.

Approved: May 8, 2024

*Southwestern Oregon Community College does not discriminate on the basis of race, color, gender, sexual orientation, marital status, religion, national origin, age, disability status, gender identity, or protected veterans in employment, education, or activities as set forth in compliance with federal and state statutes and regulations.*