

OWENS COMMUNITY COLLEGE
PROCEDURES

Volunteer Program

Board Policy No.: 3358:11-5-56

PROCEDURES:

I. Background

A formal volunteer program will help reduce risk and protect the interests of volunteers and the institution. The volunteer program addresses the engagement of volunteers for services to the College, defines the voluntary relationship, privileges and responsibilities, and clarifies the College's liability for using the services of volunteers.

II. Responsibility of a Volunteer

Voluntary service, while uncompensated, establishes the volunteer as an agent of the institution while performing assigned volunteer duties. Therefore, a volunteer is expected to abide by College policies, procedures, and external regulations, which includes, but is not limited to: ethical and professional behavior, confidentiality, and no alcohol or drug use.

III. Criteria for a Volunteer

- a. Must be eighteen (18) years of age or older.
- b. A volunteer is not an employee.
- c. A volunteer performs activities at the request of, for the benefit of, and under the supervision of an employee-sponsor.
- d. A volunteer willingly provides goods or services without any promise, expectation, special consideration or receipt of pay or payment in kind. The volunteer does not receive any benefit from the College.
- e. A current employee may volunteer at the College for a special occasion, such as an athletic event, commencement, or artistic performance.
- f. Volunteer intellectual property created in the course of volunteering shall be the property of Owens Community College.

IV. Selection and Engagement of a Volunteer

The College, academic school, department, office or program is responsible for ensuring the individual has adequate experience, qualifications, and training for the task that the volunteer is required to perform. The College must comply with the following procedures prior to the engagement of a volunteer:

- a. Volunteer Agreement. A Volunteer Agreement Form must be signed by the volunteer, the employee-sponsor, and the departmental head approver, where the volunteer will be working. The agreement must include a brief statement of the general nature of the work, which will establish the guidelines and description of duties for the volunteer.
- b. Background Investigation. All volunteer opportunities may be contingent upon completion of a background investigation, including a criminal background check and the approval of the departmental head. Accordingly, a prospective volunteer is required to complete and return to the Office of Human Resources, a background investigation request form.

OWENS COMMUNITY COLLEGE
PROCEDURES

- c. Volunteer Start Date. A volunteer start date may be established after the execution and completion of a volunteer agreement and if applicable, a background investigation.

V. Liability Coverage

The College is covered through the Ohio School Plan against state tort claims. This coverage is extended to a College volunteer who has been selected, engaged and has a signed agreement to be voluntarily included in a structured program, organized, controlled and directed by a College department/unit for the purpose of performing a voluntary service for a limited defined period as an agent of the institution. The liability coverage is for injuries and/or property damage that a volunteer may cause others while acting in the course of an official volunteer duty. Liability coverage does not apply when a volunteer deviates from the course of the volunteer duties or responsibilities.

VI. Terms of Volunteer Engagement

The following terms of volunteer engagement address attendance, changes, absenteeism, ending and returning.

- a. Attendance. A volunteer is required to check in with their employee-sponsor.
- b. Absenteeism. A volunteer is expected to participate for the time that was signed up for.
- c. Change in Duties. If an individual is a current volunteer, but their department or employee-sponsor or duties have changed, all applicable forms and processes must be completed again.
- d. Returning Volunteer. A volunteer must complete a volunteer agreement form for every semester that is served.
- e. Volunteer Agreement - End Date. A volunteer may give notice of intent to end or leave the engagement at any time. At the sole and exclusive discretion of the College and without prior notice, the volunteer's service may be terminated.

VII. Protocol

- a. Chain of Command. All problems, or concerns should be directed first to the employee-sponsor and proceed through the established chain of command.
- b. College Equipment. Permission to use any equipment may be given only by the employee-sponsor or department head.
- c. Parking. Parking is available in any of the yellow lined parking spots

Effective Date August 18, 2018

The procedures conform to the policy, approved by the Board of Trustees, August 7, 2018.