



Responsible Executive:

Vice President, Organizational Development
and Human Resources

Policy Contacts:

Specific Authority: 1001.64, F.S.

Law Implemented: 1001.64, F.S.

Effective Date: 05-28-2014

Date of Last Policy Review:

05-28-2014

Volunteers

Policy Statement:

- I. Valencia 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 procedures for screening and engaging volunteers and to ensure that volunteers' relationships with the college are clearly established and understood by both parties.
- II. 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.
- III. 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 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.
- IV. 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.

Policy History:

Adopted 5-28-14

Related Documents:

U.S. Department of Labor Fact Sheet “[Internship Programs under the Fair Labor Standards Act.](#)”

Procedures:

- I. Departments that have identified an interested volunteer should contact Human Resources for support in completing the Volunteer Agreement and arranging a criminal background check for the volunteer. The volunteer may not begin service until a signed Volunteer Agreement has been received and a successful criminal background check has been reviewed by Human Resources. Human Resources will notify the department when the volunteer is cleared to begin service.
 - A. Some activities usually do not require a completed volunteer agreement or criminal background check including:

1. Advisory council participation
 2. Public/guest speakers
 3. Participation in volunteer committees
 4. Activities coordinated through student development/Valencia Volunteers, subject to more specific established procedures
 5. Tasks and activities performed immediately before, during and immediately after performances, concerts, gallery shows, etc.
- B. All other volunteer assignments require a completed volunteer agreement and criminal background check. Examples include voluntary tutoring support, volunteering in a library, providing services in the production, direction, development or performance of a project of event such as a film, dance, etc. Activities in any environment that would require orientation or training, any activity that requires interactions with students on more than one occasion, and any activities with minors require a Volunteer Agreement and successful criminal background check.
- II. 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
- III. The Valencia 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. Human Resources will maintain a completed and signed Volunteer Agreement along with any relevant criminal background check results. The department is responsible for maintaining any other documentation and providing training, supervision, and direction to the volunteer.
- IV. Volunteer dismissal: The College may dismiss a volunteer at any time, at its convenience and in its sole discretion, without exception and without notice.
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Procedure History:

Adopted 5-28-14

Last Date of Procedure Review: 05-28-2014