

Title: Volunteer Procedure	Number: 6 - Q	Page 1 of 3
Board Policy or Policies:	Adopted by: Carrie Besnette Hauser, President	
	Date of last revision: January 28, 2019	

This procedure is designed to enable Colorado Mountain College to accept volunteers, reduce volunteer risk and protect the interests of the College, its volunteers and the community it serves.

Procedures:

A “College volunteer” is defined as any uncompensated individual whose services are offered freely and without pressure or coercion, to support the humanitarian, charitable, civic or public service activities of the College. To qualify as a College volunteer, an individual must be willing to provide services according to the procedures in this policy.

College volunteers are expected to abide by all College policies, procedures and external laws and regulations that govern their actions. These may include but not be limited to those relating to ethical behavior, safety, confidentiality, protected health and student information, computer use, financial responsibility, and drug use.

College volunteers are not covered by the Fair Labor Standards Act minimum wage, overtime and record keeping requirements and are not considered College employees for any purpose. Therefore, College volunteers are not eligible for compensation or any College benefit as a result of their volunteer association with the College. Volunteers must comply with all college policies and procedures and will be accorded the rights and privileges designated by the college while they are performed their assigned duties on behalf of the college.

Any individual is eligible to serve as a College volunteer with the following restrictions:

- The individual must have adequate experience, qualifications, and training for the task(s) he or she will perform as a College volunteer.
- A current employee may not become a College volunteer at the College in any capacity in which he or she is employed at the College, or which is essentially similar to or related to the individual’s regular work at the College. A current employee may volunteer for special events, programs or in any capacity that differs from his or her employment.
- College volunteers may not replace employee positions or impair the employment of a College position.
- An individual under the age of 18 must obtain parental consent to volunteer.
- Individuals under the age of fifteen may not become College volunteers.

Any individual eligible to teach in an adjunct capacity who wish to “volunteer” their time for this purpose may do with the following requirements:

- All previously stated volunteer requirements are followed.
- The individual must be eligible to teach (credit or non-credit) per normal CMC policy.
- The individual must be credentialed, or eligible to be credentialed, to teach in the discipline.
- If the course is non-credit, the individual must meet any normal requirements for teaching the course.
- The individual must be an employee of the College per the normal process (i.e. background screening, I-9, all employment procedures, forms and onboarding complete).
- The salary earned may be donated to the CMC Foundation through a payroll deduction.

College volunteers are prohibited from performing the following activities:

- Operating heavy equipment including vehicles
- Activity considered inappropriate for any employee
- Entering into any contract on behalf of the College
- Working with infectious or potentially infectious agents, including human blood
- Working with hazardous materials, environments or related areas which may otherwise place the volunteer at risk for physical harm.
- For volunteers under the age of 18, engaging in any activity that would violate the child labor restrictions of the Fair Labor Standards Act.

When selecting and engaging a College volunteer, it is the department's responsibility to be certain the individual has adequate experience, qualifications, and training for the task he or she will perform.

The following procedures are required to engage a volunteer prior to any volunteer work actually being performed:

1. Departments wishing to engage a volunteer must complete a description of the duties and services to be performed as well as a start and end date on the Volunteer Agreement Form.
2. The volunteer must complete the remaining portions of the Volunteer Agreement form and also complete a Background check. The Volunteer Agreement should be forwarded to Risk Management for review.
3. The College must conduct criminal background checks and receive acceptable results before the volunteer can engage in any activities or services on a Colorado Mountain College program or project.
4. Risk Management will determine specific training required for the volunteer. This training may include Title IX training, Sexual Harassment training or any other specific training needed based on the volunteers activities or services provided.
5. If the individual is a returning volunteer but the break in their service is greater than one year, all applicable forms and processes must be completed once again.
6. If the individual is a current volunteer but their duties have changed, all applicable forms and processes must be completed once again.
7. A College Volunteer may serve no longer than one year without renewal.

Services that Require a Volunteer Agreement, background check and Title XI Training

- Volunteer activities with students and/or subjects of experiments
- Teaching
- Activities with minors such as specialty camps
- A person volunteering for an extended period of time (e.g. one week or greater)
- Long term or on-going volunteer services such as mentoring
- Recreational and competitive sports
- Services requiring access to confidential information
- Volunteering in in a position of authority, or perceived authority, representing CMC, with responsibility involving oversight of collecting, receiving and reporting any incidents, injuries, unusual or inappropriate behavior of participants or community members using any facility.

To perform any of the voluntary activities listed above, a Volunteer Agreement form and Background Check must be completed.

Services Not Requiring a Volunteer Agreement

- Commencement volunteer
- Volunteer fundraising activities
- Public speakers
- Ushering campus events

- Participation in all volunteer committees

Specific one-time activities which may be considered “low risk” would not require a Volunteer Agreement or Background Check. To ensure consistency in application, please contact Risk Management before allowing a person to begin volunteering in the department/campus.

Dismissal

A College volunteer’s term of service may be ended at any time without prior notice. Likewise, a volunteer may leave at any time.