

Policy: 5.19

Volunteering at the College

Purpose

Kansas City Kansas Community College (KCKCC) recognizes the importance of individuals who perform services in support of the College's mission. This policy characterizes the nature of volunteer service and establishes mechanisms to promote a safe, productive, and mutually beneficial environment.

Scope

This policy applies to volunteers and all employees intending to utilize volunteers to perform services for the College.

Policy Statement

Volunteers are not covered by the Fair Labor Standards Act (FLSA) and are not considered employees for any purpose. Volunteers will provide services to the College without promise, expectation, or receipt of wages, compensation, benefits, unemployment coverage, or remuneration of any sort for services rendered and have no assurance or reason to expect KCKCC will offer employment following the volunteer period. A volunteer should not displace a current or past paid position. A volunteer's services may be discontinued by the College at any time without prior warning. Similarly, the volunteer may end service at any time.

Human Resources (HR), in consultation with appropriate administrative offices, has the authority to determine whether services provided to the College represent a volunteer or an employment relationship pursuant to the interpretation of the FLSA and Internal Revenue Services (IRS) regulations.

Volunteers are subject to and must abide by all applicable KCKCC policies and procedures and all external regulations that govern their actions. Supervisors are obligated to ensure that volunteers conduct themselves consistently with college policies and procedures.

In the event of an accident while a volunteer is performing services for the College, workers' compensation coverage is not guaranteed and will be determined by the State of Kansas.

Volunteer Requirements

A volunteer must complete a volunteer information form, applicable background check, and a signed liability waiver. Human Resources will retain all completed paperwork.

Volunteers must be assigned to a college department. It is the responsibility of the department to assign a college employee to supervise the volunteer and to ascertain if an individual has adequate experience, qualifications and training for the tasks they perform.

An individual under the age of 18 requires the permission of a parent/guardian, and direct supervision from the parent/guardian may be required by the College unless the individual is a student enrolled at KCKCC.

Volunteer Exclusions

A college employee may not perform volunteer services for the College that are identical or similar to their duties as an employee.

Background Checks

Background checks may not be required for a one-time event or for events that last two days or less, unless the volunteer is under 18 years of age, or the activity participants are minors.

Prohibited Volunteer Responsibilities

Volunteers are prohibited from engaging in any of the following activities in service to the College unless specifically approved in advance by the appropriate President's Cabinet member and by HR:

- Operate heavy or dangerous equipment, including college vehicles.
- Work with infectious or potentially infectious agents, including bodily fluids.

Reference: Policy 5.08 - Minors on College Property

Board Approved: 11/14/2023

Procedure: 5.19A

Volunteering at the College Procedure

In compliance with the Volunteering at the College policy, departments that utilize college volunteers must follow the outlined procedures.

A department seeking to engage a volunteer must first submit a Request for Voluntary Services form for approval by the appropriate supervisor. In addition to the Request for Voluntary Services form, the department must submit volunteer responsibilities that include, duties, skills, and experience to Human Resources. Once reviewed and approved by Human Resources, the department may recruit volunteers for the services needed.

Each volunteer must complete a volunteer application, background check, and waiver. All forms should be submitted and approved by Human Resources prior to volunteering at the College. Human Resources will keep a comprehensive list of all active volunteers at the College.

Supervisors of volunteers are required to provide volunteers with training, access to college policies, and overall supervision for the work assigned. Volunteers must complete volunteer logs and submit those logs to the supervisor on a monthly basis. The completed logs should be approved by the supervisor and submitted to HR by the end of the month.

By default, volunteers are not assigned college resources such as an email address or computer, unless it directly impacts the work the volunteer completes. All requests for such resources must be approved by the appropriate President's Cabinet member.

The supervisor must notify HR within 30 days when a volunteer ends the working relationship with the College.

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