

Title: Volunteer Policy

- ☐ **Initial Action:** New
 - ☐ **Board Agenda:** 19-065
 - ☐ **Last Revised:**
 - ☐ **Policy:** 9/24/2019
 - ☐ **Procedure:** 9/24/2019
 - ☐ **Last Reviewed:** 9/24/2019
 - ☐ **Effective:** 10/28/2019
 - ☐ **Next Review:** 9/2022
 - ☐ **Responsibility:** Human Resources
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I. Policy

Cecil College recognizes the importance of individuals who perform services in support of the College's mission without expectation or receipt of compensation, benefits or consideration for the services provided.

Volunteers may not be used in full-time, long-term assignments. Volunteers may not be used to eliminate the need for, or take the place of, paid staff. Volunteer activities are expected to be part-time, sporadic, or of limited duration. Volunteers will perform supplemental tasks that generally would not be completed without volunteer assistance.

Volunteers will be screened based on the nature and duration of their assignment. Volunteers must comply with all applicable College policies and procedures related to their volunteer assignment. Volunteers serve at the pleasure of the College, which at any time reserves the right to dismiss them with/without cause or prior notice.

Volunteers are not considered employees for any purpose and are not eligible for compensation or other related benefits.

II. Procedure

These procedures are intended to help promote a productive, safe, and mutually beneficial environment for college volunteers by setting appropriate expectations and clarifying roles and responsibilities for the volunteers and their sponsoring departments or programs.

A volunteer is a person who performs a service in support of the College's mission without expectation or receipt of compensation, benefits or consideration for the services provided. The services provided must intended to be voluntary and rendered without compensation. The services must constitute a bona fide effort of the individual to volunteer for humanitarian or public service purpose or for the benefit of education, training, or professional experience. Individuals volunteer their time for their own personal motives, without promise or expectation of compensation or employment. Volunteers must not be used in ways that displace or replace regular employees in the performance of their normal duties.

The College does not permit volunteers under the age of 16 unless accompanied at all times by a parent or legal guardian or a Cecil College official.

A volunteer under the age of 18 must obtain parental/legal guardian consent to volunteer.

Criminal Background Checks: The completion of a background check prior to volunteer service may be required. See the Fingerprinting/Background Investigation for Volunteers and Employees of Cecil College Policy. In general, a background check will be required when the assignment involves services that include interaction with minors, travel of any kind or use of a College or personal vehicle on College business, services that involve access to minors or vulnerable populations, repetitive or on-going services for a department or unit, such as mentoring, any person serving as a volunteer athletic coach, and volunteers who serve for longer than 5 days (or 40 hours) in a calendar year.

In general, a background check is not typically required when the volunteer assignment is comprised of greeting, distributing materials, operating a registration table, or speaking at a College-sponsored event.

Completion of a background check may be required prior to any volunteer or service regardless of any exemptions stated in this policy as determined by the College.