

Glendale Community College District

7500

Administrative Regulation

VOLUNTEERS

Purpose and Scope

The purpose of this procedure is to outline the District policy on volunteers. Each volunteer is subject to the screening process set forth in this policy, with the following exceptions:

- volunteers serving in single day college events.
- individuals serving as volunteers in Associated Students of Glendale Community College officer positions at the colleges. ASGCC officers are not entitled to defense and indemnity by the District.

Definition: A volunteer is defined as a person who performs a service willingly and without pay.

General

The District may enter into agreements with outside organizations to provide volunteers to the District to work at college locations. Such agreements will contain appropriate defense and indemnification language to protect the district from liability in connection with the volunteer services.

Volunteers shall serve at the discretion of the District. The District may conclude a volunteer's services for any reason.

Pursuant to Government Code Section 3119.5, no person aged 60 years or older may be excluded from volunteer service if the person is physically, mentally and professionally capable of performing the services involved. A person shall be deemed "professionally capable" if he/she can demonstrate reasonable proficiency or relevant certification and performs his/her professional duties in accordance with laws, regulations or the technical standards that govern his/her area of volunteer responsibility.

Volunteers may not be used in lieu of any employees. The District may not refuse to employ a person in a vacant position and use volunteers instead, nor may it abolish any positions and use volunteers instead.

Screening

The District shall use a written application form that requires, at a minimum, the volunteer's name, address, and phone number.

A volunteer's service record shall be maintained by the District.

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Subject to the limitations of this policy, employees assigned to other positions within the District may serve as volunteers during off-hours only if the volunteer work is not a function of their current classification.

Fingerprints of each volunteer may be required. Volunteers with on-going assignments and volunteers who interact with minors shall be required to provide a complete set of fingerprints for the purpose of running a criminal background check.

No person may serve as a volunteer in the District if:

- He/she has been convicted of or if he/she has charges pending which pertains to any sex offense (as defined in Education Code Section 87010), or controlled substance offense (as defined in Education Code Section 87011).
- He/she has been convicted of a felony and the Director of Business Services in consultation with the College Police and Human Resources or their designee determines that the person is an unsuitable volunteer.
- He/she has a health condition that would preclude him/her from satisfactorily performing essential duties of the position.
- He/she makes a false statement or omits a statement as to any material fact on the application form.

Incidental Expenses

Persons serving without pay as volunteers may receive reimbursement for incidental expenses.

Workers' Compensation

Volunteers are employees of the District only for the purpose of worker's compensation benefits for injuries sustained while engaged in the performance of any service under the direction and control of the District. With the exception of worker's compensation (Education Code Section 72401), volunteers shall serve without any type of compensation or any other benefits granted to district employees. Volunteers shall not be entitled to defense and indemnity from the District.

Procedures for registering volunteers for the Verdugo Campus, Garfield Campus, Professional Development Center or any other District-supported programs

1. A Volunteer Services Agreement must be completed and submitted to Business Services for approval before the volunteer can begin service.
2. A volunteer shall be subject to a criminal background check, traffic record check or both, if providing unsupervised direct services to children or youth.

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3. Volunteers may only provide service during the specific dates and times identified in the Volunteer Services Agreement.
4. If the volunteer is a minor, the Parent/Guardian Consent and Certification portion of the Volunteer Services Agreement must be completed.
5. The Supervisor must notify Business Services if the volunteer decides to withdraw from volunteer service prior to the previously determined ending date.

References:

- Education Code Sections 72401, 87010, 87011, and 88249;
- Government Code Section 3119.5

See Board Policy: None

Adopted: 11/12/19