



Dalton State College  
Volunteer Policy  
9/8/2020

**POLICY:**

**Policy Statement**

Dalton State College welcomes volunteer support to accomplish the missions of education and public service. The service, advice, and insight volunteers provide are an invaluable resource. The College will make every effort to provide volunteers a meaningful, worthwhile experience

**BACKGROUND:**

**Reason for the Policy**

This policy is designed to reduce volunteer risk and protect the interests of the College, its volunteers, and the community it serves. It addresses various issues regarding the engagement of volunteers for services to the College; defines the voluntary relationship, privileges, and responsibilities; and clarifies the College's liability for using the services of volunteers.

**Entities Affected By This Policy**

Any office or department that engages volunteers on behalf of the College is covered by this policy.

**Who Should Read This Policy**

Any office or department that engages volunteers on behalf of the College, as well as all employees of the Human Resources Department, should be familiar with this policy.

**Related Documents/Resources**

[University System of Georgia Ethics Policy](#)

**Definitions**

These definitions apply to specific terms that are used in this policy:

- Agent of the Institution. The term "agent of the institution" means an individual authorized to act on behalf of the College.
- Volunteers. The term "volunteers" refers to uncompensated individuals who perform services directly related to the business of the College for their benefit; to support the humanitarian, charitable, or public service activities of the College volunteer; or to gain experience in specific endeavors. To qualify as a college volunteer, an individual must be willing to provide service according to the procedures set forth in this policy.

**Overview**

The College values the meaningful contributions volunteers provide to the institution. In an effort to establish uniform procedures for screening and engaging volunteers, this policy has been developed. It provides information on the eligibility to volunteer, guidelines, work restrictions, and forms that are required to be completed before volunteers can begin work at the College.

## **I. Responsibilities of Volunteers**

Voluntary service, while uncompensated, establishes the volunteer as an agent of the institution while performing assigned duties. Therefore, volunteers are expected to abide by College policies, procedures, and external regulations (e.g., Board of Regents' policies) that govern their actions, including, but not limited to, those of ethical behavior, confidentiality, and alcohol and drug use.

## **II. Who May Volunteer**

Anyone eighteen (18) years of age or older, including retirees, students, alumni, or other community members may provide volunteer service to the College. An employee may not volunteer at the institution in any capacity in which he/she is employed by the College, or which is in the same occupational category, or which is essentially similar or related to the individual's regular work at the College with the exception of volunteer work in campus labs and editing for the Bandy Center, the Foundation, and other campus organizations.

## **III. Volunteer Services NOT Requiring an Agreement**

As discussed more fully below, a College volunteer is generally required to complete a Volunteer Agreement Form before he/she may engage in volunteer activities at the institution. However, for certain one-time activities generally considered low-risk, such an agreement is not required. Activities for which a Volunteer Agreement Form is not required include, but are not limited to

- Commencement volunteers;
- Any public speakers or performers at the College;
- Advisory Council participants (e.g., trustees, members of committees); and
- Phone-a-thon volunteers and other volunteer fund-raising activities.
- Any faculty service provided for college labs or departments (including the Foundation)

Generally, all other volunteer activities at the College are required to have an approved Volunteer Agreement Form. Any questions about whether a Volunteer Agreement Form is required should be directed to the Director of Human Resources.

## **IV. Procedure**

When selecting and engaging a volunteer, the office or department is responsible for ensuring the individual has adequate experience, qualifications, and training for the task he/she will be required to perform. Any office or department wishing to utilize the services of a volunteer must comply with the following procedures:

- **Volunteer Information.** A Volunteer Information for Human Resources form must be completed and submitted to the director of Human Resources. The form must include the signature of the supervisor over the area where the volunteer will be working. It must also include the location of the volunteer, a brief description of the duties, days and times the volunteers will be working, a start date, and an end date.
- **Personal Data Form.** A completed Personal Data Form must be completed by the volunteer and submitted to the Director of Human Resources.
- **Volunteer Agreement.** A Volunteer Agreement Form must be signed by both the volunteer and the office or department with which the volunteer will be working.

- Background Check. All volunteer opportunities are contingent upon completion of a background check. Accordingly, all prospective volunteers are required to complete and return to Human Resources a Background Check release form.
- Volunteer Start Date. All paperwork and a satisfactory background check are required prior to any volunteer beginning his/her service at the College.
- Volunteer Network Access. Volunteers requiring network access will need a full time staff or faculty sponsor to complete a Dalton State College User Request Form.
- The sponsor Department is responsible for promptly submitting all necessary forms to the director of Human Resources.

## **V. Prohibited Activities**

Volunteer services are generally limited to humanitarian, charitable, or public services. Accordingly, College volunteers are prohibited from performing any of the following activities:

- Operating heavy equipment;
- Operating any power-driven circular saws or band saws;
- Working with hazardous material, environments or related areas which may otherwise place the volunteer at risk for physical harm, until they have adequate orientation and training of the hazards from the supervisor/principal investigator who is responsible for the area where the hazards exist;
- Entering into any contract on behalf of the College; and
- Any activity considered inappropriate for a College employee.

## **VI. Liability for Volunteers**

The College is self-insured through the Department of Administrative Services Risk Management Services against state tort claims. This coverage is extended to College volunteers who are part of a structured program organized, controlled, and directed by a College office or department for the purpose of carrying out the functions of the institution. The liability coverage is for injuries and/or property damage volunteers may cause while acting in the course of their official volunteer duties. Liability coverage does not apply when volunteers deviate from the course of their volunteer duties.

## **VII. Benefits for Volunteers**

College volunteers are not covered by the Fair Labor Standards Act and are not considered employees of the institution for any purpose. Therefore, volunteers are not entitled to any employee benefits, and the College does not provide volunteers with accident or medical insurance. Further, volunteers are not covered by workers' compensation laws in connection with their volunteer affiliation. If their volunteer duties require utilization of their personal vehicles, the College does not provide comprehensive or collision insurance for their personal vehicles.

## **VIII. Payments to Volunteers**

Payment, promise of payment, and special consideration for voluntary services are not allowed. However, the office or department may reimburse pre-approved actual and reasonable expenses arising from the performance of assigned tasks following the standard College reimbursement procedures. Such pre-approval shall be documented in writing between the volunteer and the office or department head prior to the occurrence of the activity for which expenses are authorized.

**IX. Required Training for Volunteers**

Pursuant to Section 8.2.18.1 of the University System of Georgia (USG) Ethics Policy, volunteers shall participate in the USG Ethics Policy training. Additionally, volunteers must complete the USG Right-to-Know on-line training program, the Sexual Harassment training, and, if they will be driving in their volunteer duties, Motor Vehicle training.

**X. Ending the Volunteer Agreement**

A College volunteer’s service may be ended at any time at the sole and exclusive discretion of the College and without prior notice. Likewise, a volunteer may give notice of intent to leave at any time.

**XI. Record Retention**

The Human Resources Department will retain all completed Volunteer Agreement Forms for a period of not less than three (3) years from the date of the volunteers last day of service.

**XII. Returning Volunteers**

If the individual is a returning volunteer, but the break in service is greater than six (6) months, all applicable processes described above must be completed again.

**XIII. Change in Duties**

If an individual is a current volunteer and the department where he/she volunteers changes, a new Volunteer Information form must be completed.

**Responsibilities**

All parties, including Human Resources, the offices or departments, and the volunteers, are responsible for ensuring compliance with this policy.

**Contacts**

| Contact                     | Phone          | E-Mail                   |
|-----------------------------|----------------|--------------------------|
| Director of Human Resources | (706) 272-2034 | Imccarty@daltonstate.edu |