



COMPTON COMMUNITY COLLEGE DISTRICT ADMINISTRATIVE REGULATIONS

AR 7501 Volunteers

ISSUED: February 7, 2012
REVISED:

1. Purpose and Scope

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

- Volunteers serving in single day college event.
- Elected or appointed Associated Student Officers (ASO).

The Chief Executive Officer, or designee, may authorize suspension of the screening process when he/she believes that this process is not necessary for the volunteers serving in the particular event.

2. General

The District may enter into agreements with outside organizations to provide non-compensable 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 serve the District in an "at will" capacity. The District may terminate a volunteer's services for any reason or no reason at all.

Volunteers **MUST** be at least 18 years old.

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

Employees who have been terminated from the District for cause may not serve as volunteers.

3. Screening

The District shall use the Notice of Volunteer Services form (#64428-20) that requires, at a minimum, government issued identification, the volunteer's name, address, phone number and date of birth. The Dean of Human Resources shall review and authorize each submission based on appropriate criteria provided. Upon approval, volunteers shall be covered by the District through workers' compensation insurance (MEDICAL ONLY). The Board of Trustees shall periodically review the volunteer lists.

Subject to the limitations of this procedure, employees assigned to other positions within the District may serve as volunteers during off-hours.



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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 crime and the Dean of Human Resources determines that: the nature of the crime is too serious to serve as a volunteer; the crime was too recent; and/or the crime is inconsistent with obligations in performing assigned duties as a 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 Notice of Volunteer Services Form (Form #64428-20).

4. Benefits

Volunteers are covered by the District through worker's compensation insurance 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 and Labor Code, Article 2), volunteers shall serve without any type of compensation or any other benefits granted to District employees. Volunteers and individuals serving as elected or appointed members of the Associated Student Organization Officers are not entitled to defense or exemption from incurred liabilities by the District.