

ADMINISTRATIVE PROCEDURES

Title: VOLUNTEERS	Identification:	2.08
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	Effective Date:	March 18, 2014
Authority: SBE 6A-14.0261 FS 1001.64; 1001.65	Signature/Approval:	Dr. Ken Atwater

PURPOSE

This procedure establishes guidelines for using volunteers at the Hillsborough Community College.

PROCEDURE

A department may utilize volunteers for one-time occasional voluntary service and for specific voluntary activities on an on-going basis.

1. Volunteer—A student (must be at least 16 years old), alumni, retiree or non-employee who provides goods or services to the College for no monetary or material compensation. A volunteer must have adequate experience, qualifications and training for the assignment.
2. A volunteer is required to comply with all College policies, rules and procedures.
3. Department administrators using volunteers will develop meaningful opportunities for volunteers. Each department that uses volunteers is responsible for the following:
 - A. To recruit, screen, train, utilize, supervise and to be responsible for volunteers.
 - B. To take the necessary actions to ensure that volunteers understand their duties and responsibilities.
 - C. To take the necessary actions to provide a receptive climate for volunteers.
 - D. To provide for recognition of volunteers who have offered continuous and outstanding service to the College.
 - E. To recognize prior volunteer service as partial fulfillment of training and experience requirements.
 - F. To inform the volunteer regarding applicable administrative rules, procedures and processes.
 - G. To maintain the names and assignments of volunteers.
 - H. If the volunteer requires an accommodation, the department administrator is responsible for working with the individual volunteer to provide a reasonable accommodation and to consult HR as needed.

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- I. Volunteers are required to have a criminal background check for those assignments that involve summer camps, working directly with children under the age of 18 years old and for assignments where the volunteer works directly with a student. However, the decision on whether a background check is required will be determined by the Department Administrator based on the specific assignment.

4. Each department administrator who utilizes volunteers is responsible for maintaining the list of approved volunteers.. Volunteers are included for liability protection in accordance with Section 768.28, F.S. and for workers' compensation in accordance with Chapter 440, F.S. Volunteers may also receive transportation reimbursement for approved travel-related expenses associated with volunteer assignments at the College.

History:

Adopted: 1/16/90 Revised: 9/24/91; 5/14/93; 5/11/95; 8/28/95 Formerly: 1.007