

MAINE COMMUNITY COLLEGE SYSTEM

PERSONNEL AND EMPLOYEE RELATIONS

Section 417

SUBJECT: VOLUNTEERS

PURPOSE: To establish rules and guidance for the use of volunteers

A. Introduction

From time to time, colleges and other administrative units of the M CCS can benefit from engaging unpaid volunteers to support various activities. This policy authorizes the colleges and such units to engage volunteers within certain reasonable limitations. The purpose of these limitations is to reduce certain risks and thereby protect the interests of the M CCS, its students, employees and the broader community M CCS serves, as well as the volunteers themselves.

B. Volunteer Defined

To qualify as a volunteer, an individual must be willing to provide services in accordance with the procedures in this policy. For purposes of this policy, a volunteer is an uncompensated individual at least sixteen years of age who performs services directly related to the instructional, administrative, humanitarian, and charitable or public service activities of M CCS. Persons between sixteen and less than eighteen years of age who do not have parental consent are not eligible to perform M CCS volunteer services.

The following persons are not, for purposes of this policy, considered to be volunteers subject to the requirements of this policy: M CCS students, trustees, alumni association members, advisory board members, foundation members, and employees who assist with special and ongoing events, such as United Way events, commencement and other similar events.

C. Responsibilities and Rights of Volunteers

Volunteers must abide by M CCS policies and procedures and external regulations that govern their actions including, but not limited to, those relating to ethical behavior, safety, confidentiality, protected health information, computer use, financial responsibility and drug use. Volunteers are:

1. Not considered employees for any purpose;
2. Not covered by the Fair Labor Standards Act;
3. Not eligible for compensation, overtime compensation, medical insurance or any other employment-related benefit; and

4. Not eligible for workers' compensation benefits as a result of their volunteer association.

When acting in good faith and in the course and scope of their assignment, volunteers are entitled to certain liability coverage under applicable MCCS policies and plans of insurance.

D. Selecting Volunteers

Subject to the following, each college shall determine the process and persons responsible for determining the use, selection, approval and records of its volunteers.

1. Volunteer Agreements

Prior to commencing volunteer activities, all volunteers must execute a "Volunteer Application and Agreement." If the individual is a returning volunteer but the break in the individual's service is greater than one year, a new Application and Agreement must be completed.

2. Minimum Requirements

When selecting a volunteer, each college shall determine that the individual has adequate age, experience, qualifications and training for the tasks assigned.

3. Criminal Records Check

Each college shall conduct an online Maine criminal records check of its volunteers.

E. Limitations on Volunteers' Duties

Volunteers should be engaged only to perform duties that supplement the work of regular employees. Volunteers may be used to help relieve workflow pressures on certain full-time employees, but not to an extent that results in any reduction in those employee's hours or positions. To ensure program stability and continuity, programs should not rely solely on volunteer efforts, and a volunteer may not serve as the sole instructor of a course or courses in an ongoing basis.

In addition to any other limitations imposed by a college, volunteers are prohibited from performing any activity inappropriate for employees or that poses an unacceptable risk of liability to either the volunteer or MCCS; and from entering into any contract on behalf of MCCS.

F. Termination

A volunteer may be terminated at any time, for any lawful reason or no reason at all, and without prior notice.

REFERENCES: 20-A M.R.S.A. §12706(1)

DATE ADOPTED: June 24, 2009

DATE(S) AMENDED: