

***The college shall establish procedures and rules for the utilization of volunteers (ARS 15-1445).***

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Volunteers at Mohave Community College are a valuable resource and assist the college in accomplishing its mission. The purpose of this volunteer policy and procedure is to provide the college with guidelines that will assist in selecting qualified volunteers, obtaining required information from volunteers, and ensuring that volunteers have worker's compensation and liability coverage.

#### Guidelines

1. A volunteer is any individual who performs a service for and directly related to the business of Mohave Community College, without the expectation of monetary or material compensation.
2. Volunteers are expected to abide by college policies and regulations that govern their actions, including but not limited to those of ethical behavior, confidentiality, financial responsibility, and drug and alcohol use.
3. Volunteers will not be given any assignment requiring access to confidential information or the handling of money. receive nor disburse college funds
4. Individuals wishing to volunteer must complete a volunteer application. The department head must select volunteers who meet the minimum qualifications to perform the tasks. Volunteers may not replace student work-study, paid employees or employees who have been laid off.
5. Volunteers may not perform any work until a criminal history check has been completed and they have signed the volunteer agreement form detailing the nature of the work to be performed and the relationship of the volunteer to the college.
6. Volunteers are not considered employees for any purpose other than worker's compensation and general liability protection. Therefore, they are not eligible for any employee benefits other than worker's compensation, as a result of their volunteer status.
7. The college accepts the service of the volunteer until such services are terminated at the discretion of the college or volunteer, with or without cause or notice.
8. Volunteers must be at least 18 years of age.
9. Under the Fair Labor Standards Act, a non-exempt employee cannot volunteer for the College in any capacity.
10. Volunteers shall not be issued keys to college facilities.
11. Volunteers shall not drive a college vehicle or use personal vehicle in the course of his/her volunteer work.

#### Procedure Prior to Assumption of Duties

1. Supervisor must work with human resources to ensure the volunteer qualifies for the position.
2. Supervisor completes volunteer agreement and the volunteer signs the agreement.
3. Supervisor forwards original signed volunteer agreement to human resources (the signed original will be kept on file in human resources with copies to payroll). Volunteer's supervisor must notify human resources of any change in volunteer's status.

4. Human resources will provide the information to the business services department and other departments as needed.
5. Supervisors will be responsible for training their volunteers. If volunteers will be working with machines and/or equipment, they must be provided with the proper protective gear. Training must be completed successfully before the volunteer may begin the assignment. If volunteers will be working with machines and/or equipment, they must be supervised by a trained staff member.

*Date of Adoption: Adoption of Manual*

*References: ARS 15-1445*