

# **Davis Technical College**

## **Volunteer Service Policy**

**Effective Date: 28 August 2003**

CDMT Approval: 12 August 2003

President's Council Approval: 19 August 2003

Board Approval: 28 August 2003

### **1. Purpose**

In order to fulfill its mission and to meet requests of individuals in the community desirous of donating their time, the Davis Technical College (College) has developed this policy to comply with the Fair Labor Standards Act and to provide a framework for the community to provide meaningful volunteer service.

### **2. References**

**2.1. Utah Code section 67-20, Volunteer Government Workers Act**

### **3. Policy**

**3.1. The College President's Council members shall approve all volunteer work sites and authorize individuals to fill worksite slots.**

**3.2. Volunteers serving at the College are considered a government employee for purpose of workman's compensation, operation of motor vehicles or equipment, and liability protection and indemnification.**

**3.3. The employee requesting the volunteer position shall develop a brief job description outlining volunteer hours, breaks, lunch and specific assignments and work-related activities for approval by the College President's Council.**

**3.4. Faculty/staff designated to supervise the volunteer will complete a College application for employment form and a payroll action notice specifying the employee as a volunteer following the approval signature process outlined on the form.**

**3.5. The following additional steps shall be followed by the volunteer's supervisor:**

**3.5.1. Orient the volunteer to the conditions of service at the institution and their specific job assignments.**

**3.5.2. Provide adequate supervision of the volunteer staff.**

**3.5.3. Designate the type of work for which volunteer services may be allowed to supplement paid staff.**

**3.5.4. Document the approval of numbers of hours, and hours worked by its volunteers.**

**3.5.5. Collect data on volunteer hours and number of volunteers providing service each year.**

**3.5.6. Evaluate volunteer performance using standards set by the Human Resource Office.**

**3.6. No provisions in the policy shall allow volunteer experience as credit toward meeting work experience requirements for any job openings available at the College.**

**3.7. Continuation of a volunteer service arrangement will be evaluated at the end of each fiscal year to determine continuation of the arrangement.**