

## College Procedure: 404.26 – Volunteers

Policy Reference:	404 – Employment Relationship
Responsible Department:	Human Resources
Approval Authority:	Cabinet
Procedure Owner:	Vice President, Human Resources and Institutional Effectiveness
Effective Date:	07/01/2020
Version Number:	1
Legal Counsel Reviewed (yes/no):	No
Legal Reference(s):	
Scope:	College-wide

---

### Reason for Procedure

Kirkwood Community College encourages ongoing and active volunteer involvement by individuals and groups when it will enhance the student and community experience.

### The Procedure

A College volunteer is representing the College while performing assigned duties. Accordingly, College volunteers are expected to abide by the same College policies, procedures, and external regulations that govern the conduct of employees of the College, including, but not limited to, those relating to ethical behavior, safety, confidentiality, and computer use. The College has authority to suspend and/or deny the services of any volunteers if above provisions are not adhered to.

Volunteers who will be working with minors and outside of Kirkwood employee supervision are required to complete an online application a minimum of 72 hours before their session begins. The application process includes a criminal background check and a check against a nationwide sex offender database.

All volunteers should be under the direction of a college faculty or staff member who is responsible for ensuring this procedure is followed. Volunteers should not be used as a substitute to perform duties a paid employee would normally perform.

All volunteers should review the procedures listed under references as well as this procedure, so they are aware of College expectations while they are providing services.

College volunteers are not covered by the Fair Labor Standards Act and are not considered employees for any purpose.

## References

WORKPLACE VIOLENCE PREVENTION PROCEDURE  
HARASSMENT PROCEDURE  
CODE OF ETHICS AND CONDUCT PROCEDURE

## Definitions

VOLUNTEER: ANYONE WHO, WITHOUT AN EXPECTATION OF COMPENSATION, PERFORMS SERVICES RELATED TO BUSINESS OF THE COLLEGE AND ENHANCES THE STUDENT EXPERIENCE.

## Revision Log

*Table 1 Revision Log*

Version Number	Date Approved	Approved by	Description of Change
1	07/01/2020	Cabinet	New procedure