

	POLICY	Motion No.	EXEC 1027-2023
	Volunteering	Effective Date	12/19/2023
		Responsible Department	Human Resources
		Attorney Review / Date	

This policy provides guidelines for identifying and registering volunteers to work on an event or program at Pennsylvania Highlands Community College.

A College volunteer is defined as any uncompensated individual whose services are offered freely and without pressure or coercion, to support the humanitarian, charitable, civic, or public service activities of the College. To qualify as a College volunteer, an individual must be willing to provide services without expectation of compensation according to the procedures in this policy.

College volunteers are expected to abide by all College policies, procedures, regulations, and laws that govern their actions. Volunteers are not covered by the Fair Labor Standards Act minimum wage, overtime and record keeping requirements and are not considered College employees.

In order to serve as a College volunteer, the individual must have adequate experience, qualifications and training for the task(s) he or she will be expected to perform.

Individuals under the age of 15 may not become College volunteers. Individuals under the age of 18 must obtain parental consent to volunteer. Current employees of the College may not volunteer at the College in any capacity which is essentially similar to or related to the individual's regular work at the College. Employees may volunteer for special events or programs that differ from his or her regular employment.

College volunteers may not replace employee positions or impair or reduce the employment of a College position.

College volunteers are prohibited from engaging in the following activities:

- Operating heavy equipment, including College vehicles
- Entering into any contract on behalf of the College
- Working with hazardous materials, environments, or related areas where there is a risk for physical harm
- If under the age of 18, engaging in any activity that would violate the provisions of the child labor restrictions of the Fair Labor Standards Act

Departments who are interested in selecting and engaging a volunteer must use the following procedure prior to any volunteer work being performed:

1. The Department Manager and the volunteer complete the Volunteer Agreement Form, including a description of the duties and services to be performed, a start date, and end date. The completed form is forwarded to Human Resources for review.
2. Human Resources will determine the appropriate background checks for the volunteer. Background checks may include the PA State Police Criminal Background Check, PA Child Abuse History Clearance, and/or FBI Clearance. All background checks and clearances must be submitted to

- Human Resources by the volunteer before any volunteer work is performed.
3. Human Resources will also determine mandatory training which may include Title IX, Mandated Reporter, Sexual Harassment, or other training based on the volunteer's activities or services provided.
 4. A College Volunteer may serve no longer than one year without renewal.
 5. If a volunteer's duties change, a new form must be completed.

A College volunteer's term of service may be ended at any time without prior notice. Likewise, a volunteer may leave at any time.

Effective Date	Motion Number	Document Author	Description of Change
12/19/2023	EXEC 1027-2023	Human Resources	Language of original internships and volunteer policy was revised for clarity and two policies were created. Additional language was added to clearly stipulate who can volunteer and what volunteers are allowed and not allowed to do at the College.
June 28, 2016	EXEC 1014-2016	Human Resources	Initial Release