

PENSACOLA STATE COLLEGE
MANUAL OF PROCEDURES

Procedure Title:	Volunteer Assignments	<u>Number</u> 433
Related Policy:	Policy 4.029 – Employment	<u>Page</u> Page 1 of 2

I. Purpose

To establish guidelines for using individual volunteers at the College. Volunteers are those individuals who are not paid nor materially rewarded for their services to the College. If formal contractual agreements exist with community organizations (e.g., the Summer Youth Employment Training Program with the Escambia County School District) it is not necessary to use this procedure.

II. Procedure

- A. Individuals in the community who desire to become a College volunteer must complete a Volunteer Worker Application packet which allows the volunteers to specify the capacity in which they wish to volunteer their services, their assignment dates and hours to volunteer. These forms are available from the Human Resources Department or online at Employee HR Forms.
- B. All volunteers must comply with Board Policy 6Hx20-1.036, Criminal Background Checks/Fingerprinting and may be responsible for costs associated with their background check requirement.
- C. If there is a need for volunteer services and if a department supervisor can utilize the particular skills of individuals, the department supervisor must approve the Volunteer Worker Application Form and forward it to the appropriate Vice President for final approval. The department supervisor must include the assigned cost center number on the Volunteer Worker Application Form. The form with the final approval will be filed in the department office that utilizes the volunteers.
- D. When a decision is made and approvals are obtained to use a volunteer, the department supervisor utilizing the services of the volunteers will be responsible for the following:
 - 1. Taking actions to develop and provide meaningful opportunities for volunteers;
 - 2. Recruiting, screening, training, orienting, supervising, and being responsible for volunteers;
 - 3. Taking the necessary actions to ensure that volunteers understand their duties, responsibilities, and obligations;
 - 4. Confirming that the volunteers understand when and where they are to be present to begin and end their assignments;

5. Informing the volunteer of applicable policies, procedures, administrative rules and expectations; and
 6. Track the volunteer's hours to provide to the Human Resources Department for the purpose of workers compensation reporting.
- E. Although volunteers are not compensated for their assignment, they do represent the College and are expected to conduct themselves professionally, perform their tasks in an effective and pleasant manner, and cooperate and take direction from designated supervisors.

Responsible Official: Director, Human Resources

President's Signature:



Date: 10/14/2024