

Administrative Policy:		Volunteers		Policy Number:	AP 7500
Applicable regulations - Federal/State/Board/College		ORS 30.260 to 30.300 (Oregon Tort Claims Act)			
Accountable Administrator:		Director of Human Resources	Position responsible for updates:		Director of Human Resources
Original Date	06/28/2025	Revised & Adopted	N/A	Reviewed & Adopted	N/A

Purpose

Each volunteer is subject to the screening process set forth in this procedure, with the following exceptions:

- *individuals serving as volunteers in Associated Student Government officer positions at the college and;*
- *Guest Speakers*

The Director of Human Resources may authorize suspension of the screening process when he/she/they believes that this process is not necessary for the volunteers serving in the particular event.

Definitions

Volunteer - anyone who chooses to perform services for the College without compensation or expectation of compensation, and who performs a task at the direction of and on behalf of the institution. A "volunteer" must be officially accepted and enrolled by the institution prior to performance of the task.

Principle

Oregon Coast Community College (OCCC) may enter into agreements with outside organizations to provide volunteers to the College to work at college locations. Such agreements will contain appropriate defense and indemnification language to protect the College from liability in connection with the volunteer services.

Volunteers serve OCCC in an "at will" capacity. The College may terminate a volunteer's services for any reason or no reason at all.

Volunteers may not be used in lieu of employees. The College may not refuse to employ a person in a vacant position and use volunteers instead, nor may it abolish any positions and use volunteers instead.

Screening

The College shall use a written application form that requires, at a minimum, the volunteer's name, E-Mail address, and phone number.

Criminal Background Checks of each volunteer are required.

Guidance

A volunteer's service record shall be maintained by Human Resources. A Service Record includes:

- Application;
- Background Screening
- Records of Training

College employees may occasionally work for the college as volunteers, provided the following conditions are met:

- The work performed is not the same type of work the employee performs in the course of regular employment, and;
- The work is performed outside the employee's normal work hours.

No person may serve as a volunteer at OCCC if:

- He/she/they has been convicted of or if he/she/they has charges pending which pertains to any sex offense, or controlled substance offense.
- He/she/they has been convicted of a crime and Human Resources determines that: the nature of the crime is too serious to serve as a volunteer; the crime was too recent; or the crime is inconsistent with obligations in performing assigned duties as a volunteer.
- He/she/they makes a false statement or omits a statement as to any material fact on the application form.

Incidental Expenses

Persons serving without pay as volunteers may receive reimbursement for approved incidental expenses.

Benefits

Volunteers shall serve without any type of compensation, or any other benefits granted to OCCC employees. Volunteers are considered agents of the state for purposes of the Oregon Tort Claims Act