



Policy

7500 Volunteers

The Board of Trustees greatly appreciates the work of our dedicated volunteers and the contribution they make to our students and our institutions.

The Board of Trustees directs the Chancellor to establish an administrative procedure pertaining to volunteers.

References:

Education Code Sections [72401](#), [87010](#), [87011](#), and [88249](#); Government Code Section [3119.5](#)

Adopted: March 11, 2015

Revision Adopted: ~~November 13, 2019~~, April 12, 2023

Last Reviewed: ~~November 13, 2019~~, April 12, 2023

Administrative Procedure

7500 Volunteers

Purpose and Scope

A volunteer is someone who contributes their time, skills, and experience to the YCCD without compensation. Volunteers at YCCD may serve for single day college events or ongoing assignment(s).

General

The District may enter into agreements with outside organizations to provide volunteers to the District to work at college locations. Such agreements will contain appropriate defense and indemnification language to protect the District from liability in connection with the volunteer services.

Volunteers serve the District in an “at will” capacity. The District may discontinue a volunteer's services at any time.

Pursuant to Government Code Section [3119.5](#), no person aged 60 years or older may be excluded from volunteer service if the person is physically, mentally and professionally capable of performing the services involved. A person shall be deemed "professionally capable" if they can demonstrate reasonable proficiency or relevant certification and performs their professional duties in accordance with laws, regulations or the technical standards that govern their area of volunteer responsibility.

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

Screening

The District shall use a written application form that requires, at a minimum, the volunteer's name, address, phone number and history of convictions.

A volunteer's service record shall be maintained by the District.

Subject to the limitations of this policy, employees assigned to other positions within the District may serve as volunteers during off-hours.

Fingerprints of each volunteer may be required; refer to Policy 7337. Volunteers with on-going assignments and volunteers who interact with minors shall be required to provide a complete set of fingerprints for the purpose of running a criminal background check.

No person may serve as a volunteer in the District if:

- They have been convicted of or if they have charges pending which pertains to any sex offense (as defined in Education Code Section [87010](#)), or controlled substance offense (as defined in Education Code Section [87011](#)).
- They have 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; and/or the crime is inconsistent with obligations in performing assigned duties as a volunteer.

- 1 • They have a health condition that would preclude them from satisfactorily performing essential
- 2 duties of the position.
- 3 • They make a false statement or omit a statement as to any material fact on the application form.
- 4

5 Volunteers are subject to the screening process set forth in this policy, with the following exceptions:

- 6
- 7 • Volunteers serving in single day college events.
- 8 • Individuals serving as volunteers in Associated Student Organization (ASO) officer positions at
- 9 the colleges. ASO officers are not entitled to defense and indemnity by the District.
- 10

11 The Vice Chancellor of Educational Support Services may authorize suspension of the screening process

12 when they believe that this process is not necessary for the volunteers serving in the particular event.

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14 Incidental Expenses

15 Persons serving without pay as volunteers may receive reimbursement for incidental expenses with pre-

16 approval.

17

18 Benefits

19 Volunteers are considered employees of the District only for the purpose of worker's compensation

20 benefits for injuries sustained while engaged in the performance of any service under the direction and

21 control of the District. With the exception of worker's compensation (Education Code Section [72401](#)),

22 volunteers shall serve without any type of compensation or any other benefits granted to District

23 employees. Volunteers shall not be entitled to defense and indemnity from the District.

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25 **Cross References (see also):**

26 YCCD Policy 7337 - Fingerprinting

27

28 **References:**

29 Education Code Sections [72401](#), [87010](#), [87011](#), and [88249](#); Government Code Section [3119.5](#)

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31 **Procedure Last Revised:** April 12, 2023

32 **Last Reviewed:** April 12, 2023