Yosemite Community College District
Human Resources

2020-2021 VOLUNTEER CONFIRMATION FORM

Volunteer Name: _____ **Colleague ID:** _____

Department/Division: _____ **Manager/Supervisor:** _____

Description of Volunteer Assignment: _____

_____

_____

Department Contact: _____ **Phone Ext:** _____

Services will begin on _____ **and be terminated on or before** _____. **Approx. Hours per week:** _____

Is this a current employee of the District? ☐ Yes ☐ No   **Previously employed by the District?** ☐ Yes ☐ No

If yes, department name: _____ **Position Title:** _____

Which of the following classifications?

☐ **Adjunct**   ☐ **F/T Faculty**   ☐ **Student Worker**   ☐ **Volunteer**

☐ **Classified/Permanent P/T Hourly**   ☐ **Short Term Contract**   ☐ **Stipend (Formerly Honorarium)**

ASSIGNMENT GUIDELINES (Federal Fair Labor Standards Act):

- Volunteers are not regarded as employees
- Volunteers may serve a maximum of 20 hrs per week or 500 hrs over 3 months, with a max of 1000 hrs per year.
- Volunteer services are offered freely, without promise, expectation, or receipt of compensation for services rendered
- Current employees may volunteer <u>only</u> if they are serving in a different capacity from which they are paid (they may not volunteer for "same type of services" that are paid as part of their regular employment)
- The activity or work must <u>not</u> commence until all approval signatures have been received, including approval of the Vice Chancellor of Human Resources.

Acknowledged by Dean/Manager: _____

VOLUNTEERS MAY:

- be utilized "in the supervision and instruction of students" and are subject to Ed Code 72401 (Ed Code 88249).
- perform "non-instructional work to assist academic personnel in the performance of teaching and administrative responsibilities" (Ed Code 72401).
- be used "to enhance educational programs, but not to displace classified employees, or in lieu of classified employees who are laid off, nor in lieu of normal employee requirements" (Ed Code 72401).

Acknowledged by Dean/Manager: _____

Approved By:

President/Designee: _____ **Date:** _____

Vice Chancellor of Human Resources: _____ **Date:** _____

Human Resources Use Only: Position ID: _____ Processed By: _____