



Policy

**7500 Volunteers**

Purpose and Scope

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

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

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

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 he/she can demonstrate reasonable proficiency or relevant certification and performs his/her professional duties in accordance with laws, regulations or the technical standards that govern his/her 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.

1 For fingerprinting requirements, refer to Policy 7337.  
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3 Fingerprints of each volunteer may be required. Volunteers with on-going assignments and volunteers  
4 who interact with minors shall be required to provide a complete set of fingerprints for the purpose of  
5 running a criminal background check.  
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7 No person may serve as a volunteer in the District if:

- 8 • He/she has been convicted of or if he/she has charges pending which pertains to any sex offense  
9 (as defined in Education Code Section [87010](#)), or controlled substance offense (as defined in  
10 Education Code Section [87011](#)).
- 11 • He/she has been convicted of a crime and Human Resources determines that: the nature of the  
12 crime is too serious to serve as a volunteer; the crime was too recent; and/or the crime is  
13 inconsistent with obligations in performing assigned duties as a volunteer.
- 14 • He/she has a health condition that would preclude him/her from satisfactorily performing  
15 essential duties of the position.
- 16 • He/she makes a false statement or omits a statement as to any material fact on the application  
17 form.  
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#### 19 Incidental Expenses

20 Persons serving without pay as volunteers may receive reimbursement for incidental expenses with pre-  
21 approval.  
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#### 23 Benefits

24 Volunteers are considered employees of the District only for the purpose of worker's compensation  
25 benefits for injuries sustained while engaged in the performance of any service under the direction and  
26 control of the District. With the exception of worker's compensation (Education Code Section [72401](#)),  
27 volunteers shall serve without any type of compensation or any other benefits granted to District  
28 employees. Volunteers shall not be entitled to defense and indemnity from the District.  
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#### 30 References:

31 Education Code Sections [72401](#), [87010](#), [87011](#), and [88249](#); Government Code Section [3119.5](#)  
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33 **Adopted:** March 11, 2015

34 **Revision Adopted:** November 13, 2019

35 **Last Reviewed:** November 13, 2019