



AP 7500 Volunteers

Volunteer Status

Volunteers are not employees of the District. Volunteers serve the District in an "at will" volunteer capacity. The District may terminate an individual's volunteer services for any reason or no reason at all.

Individuals providing approved volunteer services for the District will be covered by the District's worker's compensation policy in connection with injuries sustained while engaged in the performance of volunteer services under the direction and control of the District. With the exception of worker's compensation, volunteers shall serve without any type of compensation or any other benefits granted to District employees. Volunteers shall not be entitled to defense and indemnity from the District.

Screening

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

- volunteers serving in single day college events.
- individuals serving as volunteers in Chaffey College Student Government (CCSG) officer positions. CCSG officers are not entitled to defense and indemnity by the District.

The Chief Human Resources Officer or designee may authorize suspension of the screening process when the Officer believes that this process is not necessary for the volunteers serving in the particular event. Even if the volunteer is exempt from the screening process, the supervisor must submit an authorization form to the Human Resources Office prior to the commencement of the volunteer's activities.

As part of any screening process, the District will obtain 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 procedure, employees assigned to other positions within the District may serve as volunteers during off-hours.

Background clearance of each volunteer may be required. Volunteers with on-going assignments and volunteers who interact with students shall be required to provide a



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complete set of fingerprints for the purpose of running a criminal background check and DMV license clearance, if appropriate.

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

- Has been convicted of or if the person has 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).
- Has been convicted of a crime and the Chief Human Resources Officer 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.

References: Education Code Sections 72401, 87010, 87011, and 88249;
Government Code Section 3119.5
Governing Board Resolution No. 121224C

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