

Rancho Santiago Community College District
ADMINISTRATIVE REGULATION
Chapter 7
Human Resources

AR 7500 Volunteers

Voluntary service is authorized as a potentially valuable addition to an operating unit or advisory board within the district. The purpose of volunteers is to provide additional assistance to enrich programs. The procedures for the appointment of volunteers are as follows:

A volunteer is not, under any circumstances, to be used to displace regularly authorized personnel. A volunteer is not to be used to substitute for an absent employee.

When an operating unit wishes to use a volunteer, the administrator must submit a completed Volunteer Agreement to the Office of Human Resources prior to the volunteer providing any assistance to the district.

The office of Human Resources will review the agreement for completeness and compliance with district policy. The name of the volunteer and the assignment location will be forwarded to the Board of Trustees as an agenda item for approval and to authorize Workers' Compensation.

A volunteer shall be properly trained, instructed, equipped, and supervised to be certain that he/she can perform the desired functions without injury to themselves or others.

A volunteer shall not be permitted to work prior to Board approval without express authorization from the Office of Human Resources.

A volunteer shall not receive any compensation or consideration for the work performed for the Rancho Santiago Community College District.

The district reserves the right to require or waive fingerprinting, tuberculin clearance, or hepatitis B vaccination of a person accepting a volunteer assignment. The Office of Human Resources shall determine which proposed volunteer assignment shall necessitate or be exempted from such requirements.

Responsible Manager: Vice Chancellor of Human Resources

Adopted: January 1, 1997
Revised: September 19, 2016
Revised: June 5, 2017 (Previously AR 7007)