



AP 7238 Volunteers

References:

ORS 30.260 to 30.300 (Oregon Tort Claims Act)
Fair Labor Standards Act

Purpose and Scope

Volunteers are not employees of the College. The service of a volunteer may be discontinued at any time for any reason, and either party may end the arrangement at any time. Volunteers must abide by all rules, policies, and practices of the College. A College employee may volunteer as long as the volunteer hours worked do not involve the same type of service/work for which the person is employed by the College.

Any person wishing to perform duties on a volunteer basis for the College must sign a Volunteer Services Agreement before beginning a volunteer assignment. The department with the volunteer must submit the Volunteer Services Agreement, a schedule of duties, and a monthly timesheet showing volunteer hours to the Human Resources Office. The Volunteer Services Agreement is available from Human Resources.

General

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

Volunteers serve the College in an "at will" capacity. The College may terminate a volunteer's services for any reason or no reason at all.

Screening

A volunteer's service record shall be maintained by the College

No person may serve as a volunteer for the College if:

- He/she has been convicted of or if they have charges pending which pertains to any sex offense, or controlled substance offense.
- He/she has been convicted of a crime and the College determines that: the nature of the crime is too serious to serve as a volunteer; the crime was too recent; or the crime is inconsistent with obligations in performing assigned duties as a volunteer.
- He/she has a health condition that would preclude said person from satisfactorily performing essential duties of the position.



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- He/she makes a false statement or omits a statement as to any material fact on the application form.

Benefits

Volunteers are employees of the College only for the purpose of worker's compensation benefits for injuries sustained while engaged in the performance of any service under the direction and control of the College. With the exception of worker's compensation, volunteers shall serve without any type of compensation or any other benefits granted to College employees. Volunteers are considered agents of the state for purposes of the Oregon Tort Claims Act and are to receive liability coverage by the College for their acts and omissions when acting within the course and scope of their duties.

Approved: April 21, 2026