

Volunteer Policy

Office of Human Resources

PURPOSE

This policy is designed to enable Abraham Baldwin College to promote volunteerism, accept volunteers, reduce volunteer risk and protect the interests of the college, its volunteers, and the community it serves.

DEFINITION – COLLEGE VOLUNTEER

A College Volunteer is an uncompensated individual who performs services directly related to the support of the college. These may include various humanitarian, charitable, or public service activities of the college. To qualify as a College Volunteer, an individual must be willing to provide service according to the procedures in this policy. An individual who provides services to an entity other than the college, even if related to the college, (such as an Alumni Association) will not be considered a College Volunteer.

POLICY

College Volunteers are expected to abide by the college's policies and procedures, and external regulations that govern their actions. This includes, but not limited to, those relating to ethical behavior, safety, confidentiality, protected health information, computer use, financial responsibility, and drug use. College Volunteers are not covered by the Fair Labor Standards Act and are not considered employees for any purpose. Therefore, they are not eligible for compensation or any college benefits.

WHO MAY VOLUNTEER

Anyone, including retirees, students, alumni, or others, may apply to volunteer to provide services to the college with the following restrictions:

- Individuals under the age of fifteen may not become college volunteers. An exception for Institution approved Special Youth Programs may be requested and granted by the college.
- A college student who is younger than sixteen years of age may only become a college volunteer as part of an approved school program, and only with parental consent.
- An individual under the age of eighteen must obtain parental consent to volunteer.
- A current employee may not become a college volunteer at the college in any capacity in which he or she is

employed at the college, or which is essentially similar to or related to the individual's regular work at the college.

- A current employee may only volunteer for special events or programs such as the Georgia Museum of Agriculture, United Way, Cancer Society, and the like.

SERVICES REQUIRING A VOLUNTEER AGREEMENT

- Laboratory Work
- Professional services, such as those performed by accountants, architects, and engineers
- Services involving travel of any kind
- Services involving work with animals
- Services requiring access to confidential information
- Services involving working with minors, patients, and/or human research subjects
- Advisory council participants
- Gallery program guides
- Public Speakers
- Work with agricultural or other equipment (Equipment operation is specifically limited to the Georgia Museum of Agriculture).

PROHIBITED ACTIVITIES

College Volunteers cannot replace employee positions or impair the employment of a college position. Volunteer's services are generally limited to humanitarian, charitable, or public services.

College volunteers are also prohibited from performing the following activities:

- Operating heavy equipment including vehicles or working with stored energy (e.g. steam, electricity,
- hydraulics, except specifically for the Georgia Museum of Agriculture)
- Activity considered inappropriate for any employee
- Entering into any contract on behalf of the college
- Serving in any capacity aboard a research vessel
- Working with infectious or potentially infectious agents, including human blood

PROCEDURE

When selecting and engaging a volunteer, it is the department's or unit's responsibility to be certain that the individual has adequate experience, qualifications, and training for the task that will be performed.

1. The department or unit must complete a description of the duties and services to be performed by the College Volunteer. This must designate if the employee is driving on behalf of the college, and if any specific training is required such as DOAS Vehicle Safety, Chemical Right-to-Know, General Safety, and other training is required.
2. The Drug Free Statement must be signed, and the Sexual Harassment on-line training must be completed and form signed by the volunteer.
3. The volunteer must ensure that the Volunteer Application Form, the Volunteer Release and Waiver of Liability Form, and the State of Georgia Background Request Forms are all completed. Necessary parental consent signatures must also be obtained.
4. Human Resources will complete background checks. All Non-Student Volunteers will have a complete background check conducted. Student Volunteers who work with children, such as those volunteering at the Georgia Museum of Agriculture, will have a complete background check conducted.
5. Forward a copy of all completed forms to Human Resources Department. The College Volunteer approval process will consist of an approval by the respective hiring manager, and one supervisory level above the hiring manager.
6. Human Resources will retain all forms completed for a period of three years from the date of the College Volunteers separation. If the individual is a returning volunteer, but the break in service is greater than one year, all applicable forms and processes must be completed once again.
7. If the individual is a current volunteer but their duties are changed, all applicable forms and processes must be completed once again.
8. Once approved, the College Volunteer can then obtain an appropriate campus identification badge, and a temporary parking permit if applicable.

DISMISSAL

A College Volunteer's term of service may be terminated at any time and without prior notice for any reason.

CONTACT OFFICE

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