

Volunteers

DRAFT

Effective: September 2024

PURPOSE:

It is the policy of Pierpont Community & Technical College (“PCTC” or “College”) to provide opportunities for individuals to volunteer their services in support of college operations and programs. This policy complies with PCTC directives and expectations and sets forth the process for utilizing volunteer services.

DEFINITIONS:

Community Service – Unpaid work that an offender is required to do instead of going to prison or paying a fine for a violation of law. Provisions are not in place at PCTC to accept community service workers.

Volunteer – Volunteer means a person who performs or offers to perform a service for an educational, charitable, religious, fraternal, public or similar non-profit agency or organization, including public agencies, without compensation, provided that such services are not the same type of services which the individual is employed to perform for the agency or organization. (W. Va. Code §42-8-3.36)

POLICY

PCTC may use volunteers to carry out programs and services offered by the college to otherwise accomplish specific tasks and to extend resources.

Depending upon the nature of the employment services provided by a volunteer, a volunteer may become an agent of the college. Therefore, when accepting assignments, it is important that volunteers understand that they have the general obligation to abide by college work rules, regulations, policies and practices.

Volunteers must abide by the rules and regulations of the College, the West Virginia Higher Education Policy Commission (WVHEPC), and the State of West Virginia.

If the volunteer is a current college employee, the volunteer activity must be provided freely without pressure from the college and cannot be the same type of work activity for which the college employs the individual. Local board members and individuals serving on committees or task forces or other advisory panels, and academic-related committees are not considered volunteers for the purposes of this policy.

Supervisors and participating volunteers must adhere to and abide by all established applicable policies and procedures.

SELECTION OF VOLUNTEERS

Qualifications and suitability should be considered before offering an opportunity to a volunteer.

The minimum age for volunteers is generally 18 years.

- Volunteers under the age of 18 years must have written consent of a parent or guardian before volunteering. The volunteer duties assigned to a minor must comply with all appropriate laws and regulations on child labor.
- If a volunteer is a family member of a college employee, the volunteer cannot be placed under the direct supervision of that family member. Placement in an area under the purview of a family member is prohibited in accordance with the Board of Governors Policy #41, Institutional Employment and Family Relationships.

DUTIES and SUPERVISION of VOLUNTEERS

Volunteers must complete a “Volunteer Agreement” that outlines the terms and conditions of the volunteer assignment.

Certain job skills and abilities may be gained from volunteering; however, these newly acquired skills do not translate to an obligation by our college to provide future employment.

Volunteers are expressly prohibited from receiving compensation and benefits.

BACKGROUND INVESTIGATION

Volunteers at PCTC shall undergo a background investigation pursuant to college policy.

LIABILITY COVERAGE of VOLUNTEERS

PCTC liability coverage provides protection for negligent acts or claims of negligent acts for any employee or representative of the college, as long as the individuals were acting in an official capacity and within the scope of their duties.

All medical concerns, including healthcare insurance, are the responsibility of the volunteer even if the injury occurs during the volunteered hours.

Workers’ Compensation Insurance does not provide medical coverage for volunteers even if the injury occurs during the volunteered hours.

PCTC or WVHEPC legal counsel does not provide legal services if criminal charges are lodged against an employee or volunteer.

NON-DISCRIMINATION

It is the policy of Pierpont Community & Technical College to provide equal employment and educational opportunities for all persons without regard to race, color, gender, gender identity or expression, sexual orientation, religion, military service and/or veteran status, national origin, political affiliation, age or disability, or any other basis prohibited by state law relating to discrimination in employment.



Pierpont Community & Technical College Volunteer Agreement

Volunteers may be utilized from time to time to assist Pierpont Community & Technical College (“Pierpont”) with a variety of activities and projects. This agreement is to verify that the individual whose signature appears below clearly understands that his/her services are being donated to Pierpont.

Volunteer services are usually donated for a specific program and/or period of time and may be terminated by the volunteer or Pierpont at any time. Volunteers are not employees of Pierpont and are not eligible for pay, insurance, retirement, workers compensation, or any other employee benefits in exchange for their services or work.

Volunteers agree to indemnify and hold harmless Pierpont from any and all claims of action that may arise out of performance of assigned duties.

Volunteers understand that they may come in contact with information that is protected by federal law. Volunteers understand and agree that such information will not be inappropriately used or disclosed whether during or after their volunteer services.

By signing this agreement, the volunteer acknowledges full awareness that no benefits, pay, or preference for employment will be received in return for the donated services. The volunteer chooses to donate his/her services to Pierpont and agrees to all terms of this agreement.

Volunteer Activities (To be completed by the Supervisor): (Provide a brief description of activities including anticipated time frame):

I am aware of the terms and conditions of this agreement and am signing this agreement of my own free will. Further, by signing this agreement I attest to the fact that I am eighteen years of age or older and am able to perform the above-described volunteer services with or without reasonable accommodation.

Volunteer Name (print)

Signature

Date

Manager/Supervisor Name

Signature

Date

