

STATE CENTER COMMUNITY COLLEGE DISTRICT
HUMAN RESOURCES OPERATIONAL GUIDELINE
Volunteers

State Center Community College District (SCCCD) is proud to have the advantage of volunteers and utilizes their services within the confines of the Fair Labor Standards Act (FLSA). SCCC uses two types of volunteers:

- Current employees who volunteer to do District work other than that, which they were hired for, and;
- People from the community such as retirees, interns and students.

All volunteers must complete the State Center Community College District Volunteer Service Agreement. Completion of this form indicates the person's agreement to work without being compensated.

It is the responsibility of the authorizing manager to ensure the duties performed by the volunteer are not contained within an employee job description, and to ensure compliance with the current FLSA ruling #596.

FLSA ruling #596 allows volunteers to work under the following conditions:

- The services are entirely voluntary, with no coercion by the employer, no promise of advancement, and no penalty for not volunteering;
- The activities are predominantly for the volunteer's own benefit;
- The volunteer does not replace an employee or impair the employment opportunities of others by performing work which would otherwise be performed by regular employees;
- The volunteer serves without contemplation of pay;
- The activity does not take place during the employee's regular working hours or scheduled overtime hours;
- The volunteer time is insubstantial in relation to the employee's regular hours.

Volunteers do not need to be Board approved; however, they are automatically covered by the District's workers' compensation insurance.

Volunteers are not fingerprinted; however, they cannot work with students without being supervised by a District employee.

Any volunteers in the Child Development Centers must comply with this guideline as well as additional state and federal laws covering child development workers.

FCC requirements:

- Must provide a current, clear TB test result (must be within 60 days).
- Must complete the online IIPP video with 100% score.
- Must complete the Workers' Comp Pre-designation of Personal Physician Acknowledgement form.