



AP 7500 Volunteers

References:

Education Code Sections 72401, 87010, 87011, and 88249;
Government Code Section 3119.5

1. Purpose and Scope

- a. The purpose of this procedure is to outline the District process for volunteers. Each volunteer is subject to the screening process set forth in this policy, with the following exceptions:
 - i. individuals serving as volunteers in officer positions of the Associated Student Government (ASG) at the District. ASG officers are not entitled to defense and indemnity by the District.
- b. The Chief Human Resources Officer (CHRO) may authorize suspension of the screening process when they believe that this process is not necessary for the volunteers serving in a particular event.

2. General

- a. The District may enter into agreements with external organizations to provide volunteers at college locations. Such agreements will contain appropriate defense and indemnification language to protect the district from liability in connection with the volunteer services.
- b. Volunteers serve the District in an "at will" capacity. The District may terminate a volunteer's services for any reason or no reason at all.
- c. Pursuant to Government Code Section 3119.5, no person aged 60 years or older may be excluded from volunteer service if the person is physically, mentally and professionally capable of performing the services involved. A person shall be deemed "professionally capable" if they can demonstrate reasonable proficiency or relevant certification and perform their professional duties in accordance with laws, regulations or the technical standards that govern their area of volunteer responsibility.
- d. Volunteers may not be used in lieu of classified employees. The District may not refuse to employ a person in a vacant classified position and use volunteers instead, nor may it abolish any classified positions and use volunteers instead.

3. Screening

- a. The District may use a written application form that requires, at a minimum, the volunteer's name, address, email address and phone number.

- b. A volunteer's service record shall be maintained by the District.
- c. Subject to the limitations of this procedure, employees assigned to other positions within the District may serve as volunteers during off-hours.
- d. LiveScan clearance of each volunteer is required, unless they are currently enrolled College of the Canyons students serving in single-day college events, as Campus Event volunteers, or they are working in areas that will not have contact with minors, perform cash-handling, or have access to student or employee records. The CHRO may require LiveScan clearance for any volunteer should it be deemed necessary.
- e. No person may serve as a volunteer in the District if:
 - i. They have been convicted of or if they have charges pending which pertains to any sex offense (as defined in Education Code Section 87010), or controlled substance offense (as defined in Education Code Section 87011).
 - ii. They have been convicted of a crime and the CHRO determines that: the nature of the crime is too serious to serve as a volunteer; the crime was too recent; and/or the crime is inconsistent with obligations in performing assigned duties as a volunteer.
 - iii. They make a false statement or omit a statement as to any material fact on the application form.

4. Incidental Expenses

Persons serving without pay as volunteers may receive reimbursement for approved incidental expenses.

5. Benefits

Volunteers are employees of the District 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 District. With the exception of worker's compensation (Education Code Section 72401), volunteers shall serve without any type of compensation or any other benefits granted to district employees. Volunteers shall not be entitled to defense and indemnity from the District.

6. Volunteer complaints

- a. If a situation arises that the volunteer believes is impacting their ability to perform their assignment, the complaint should be directed to the CHRO. This includes intimidation, coercion, and written, verbal or non-verbal abuse by another employee, student or volunteer.
- b. Other questions or concerns should be referred to the appropriate college process or procedure.

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Next Review Date: Fall 2029