



## **PERSONNEL POLICIES — SECTION 300**

NUMBER: **393**

SUBJECT: VOLUNTEER SERVICE POLICY & PROCEDURE

LAST REVIEWED: 9/2008; 1/22/2021

EXECUTIVE STAFF: 9/2008; 2/8/2021

BOARD APPROVAL: 9/17/2008; 3/18/2021

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### **393.1 REFERENCES**

1.1 [Utah Code Section 67-20, Volunteer Government Workers Act](#)

### **393.2 – POLICY**

In order to fulfill its mission and to meet requests of individuals in the community desirous of donating their services, Mountainland Technical College has developed this policy to comply with the Fair Labor Standards Act and to provide a framework for the community to provide meaningful volunteer service. (See References 1.1)

### **393.3 – PROCEDURE**

#### **3.1 – Job Description**

A brief job description will be provided for all requested voluntary positions.

#### **3.2 – Approval**

The College President's Executive Staff shall approve all volunteer work sites and authorize individuals to fill worksite slots.

#### **3.3 Background Checks**

A volunteer may not donate any service to the College unless the volunteer has satisfactorily completed the background check process that is used by the College for all employees.

#### **3.4 Supervision**

A faculty or advisory staff member will supervise the volunteer(s). At no time will a volunteer fill a supervisory role.

### **3.5 Orientation and Training**

Volunteers shall be oriented and receive training by Human Resources and the applicable Supervisor prior to beginning the services.

### **3.6 Status**

Volunteers serving at the College are considered government employees for the purpose of workman's compensation, authorized operation of motor vehicles or equipment, and liability protection and indemnification.

### **3.7 Work Experience**

No provisions in the policy shall allow experience as credit toward meeting work experience requirements for any job openings available at the College.

### **3.8 On-Going Evaluation**

Evaluations and discussions of volunteer services rendered will be on-going, to determine whether the service continues.

### **3.9 Compensation**

Volunteer services will not be compensated; however, a volunteer may be reimbursed for pre-authorized expenses that are incurred during the course of the service.

### **3.10 Access to Records**

No volunteer will have access to personnel or student records that contain personal and confidential information.