



FINAL POLICY

Policy Name	Volunteers
Policy Category	Choose an item.
Policy Sub-Category	Choose an item.
Responsible Department	Human Resources
Policy to be Approved By	Cabinet
Responsible VP	Vice President of Administrative & Financial Services
Responsible AVP or Director	Director of Human Resources
Original Policy Date	Click or tap to enter a date.
Last Known Revision Date	Click or tap to enter a date.
Date of Policy Review:	Click or tap to enter a date.
Policy Applies To	Choose an item.
Recommended Policy Review Date	Click or tap to enter a date.
Additional Authority/References	

Policy Purpose

Decision

Approved

Rejected

Tabled or Further Review Needed

Comments:



Policy

Volunteer Policy

A volunteer is anyone who without compensation or expectation of compensation performs a task at the direction of and on behalf of the College. A volunteer must be officially accepted and enrolled by the College prior to performance of the task. Unless specifically stated, volunteers shall not be considered as employees of the College.

The College accepts the service of all volunteers with the understanding that such service is at the sole discretion of the College. Volunteers agree that the College may at any time, for whatever reason, decide to terminate the volunteer's relationship with the College.

The volunteer may at any time, for whatever reason, decide to sever the volunteer's relationship with the College. Notice of such a decision should be communicated as soon as possible to the volunteer's supervisor.

The use of volunteer services must be recommended by the appropriate supervisor and approved by the Divisional Vice President and Director of Human Resources. Prior to that approval, a specific job description with detailed duties would be constructed and approved by the specific supervisor of the participating department in concert with the Office of Human Resources. A "Volunteer Agreement" must be completed by the designated party prior to their engagement in any assigned duties. This agreement would be submitted to and maintained in the Office of Human Resources.

Revision Log

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