

## NORTHLAND COMMUNITY AND TECHNICAL COLLEGE

### **4037P Use of Volunteers Procedure**

NCTC has adopted the following MnSCU Procedure 4.00.1, in addition to Part 5 and 6.

**Part 1. Purpose.** Individuals who volunteer their time and expertise to our colleges and universities provide an important service and help our colleges and universities further their missions of teaching, research, and public service. In turn, volunteers gain valuable experiences and a sense of personal satisfaction.

These procedures are intended to help promote a productive, safe, and mutually beneficial environment for college, university, or system volunteers by setting appropriate expectations and clarifying roles and responsibilities for both the volunteers and their sponsoring departments or programs.

Volunteers perform supplemental tasks that generally would not be completed without volunteer assistance. Volunteers are not to be used to eliminate the need for, or take the place of, paid staff.

**Part 2. Applicability.** This procedure applies to individuals who:

- a. volunteer their services directly to the college, university, or office of the chancellor, whether on an ad hoc basis or through a formal volunteer program, including spouses or partners of the chancellor or presidents performing ceremonial roles or otherwise engaged in a volunteer capacity on behalf of the system, college, or university;
- b. provide services under the supervision of the college, university, or office of the chancellor; and
- c. receive no compensation for such services.

Volunteers may not be used in full-time, long-term assignments. Volunteer activities are expected to be part-time, sporadic, or of limited duration.

**Part 3. Requirements for volunteers.** The following requirements apply to volunteers.

**Subpart A. Compliance with policies.** Volunteers must comply with applicable college, university, and System policies and procedures pertaining to computers or other electronic resources, key issuance, and other policies or procedures related to their volunteer assignment.

**Subpart B. Background checks.** Before performing any activities for which background checks are required, a volunteer must submit to, and satisfactorily clear, the appropriate background check. Activities for which background checks are required

include, but are not limited to, access to residence halls and providing psychotherapist services under Minnesota Statutes Chapter 148A.

**Subpart C. Access to protected data.** Volunteers generally shall not be given access to protected student, personnel, or other data. Limited access may be granted if the information is necessary to the volunteer function, the volunteer has been instructed on the requirements of the law and protecting the data, and the volunteer has data privacy training.

**Subpart D. Volunteer coaches.** A person serving as a volunteer coach must sign a volunteer coaching release of liability form prior to performing such duties.

#### **Part 4. Other restrictions and conditions.**

**Subpart A. Injuries.** Volunteers are not eligible for workers' compensation for injuries incurred while performing volunteer duties. If injuries occur while performing volunteer duties, the volunteer should contact the individual at the campus who is responsible for processing tort claims. The college, university, or office of the chancellor may not agree to cover an injured person's costs except as provided under this procedure.

**Subpart B. Employee benefits.** Volunteers are not eligible for compensation or for staff development training and benefits, sick leave, health insurance, retirement, or other employee benefits.

#### **Subpart C. Travel and expenses.**

1. Expenses. Colleges, universities, or the office of the chancellor may choose to reimburse a volunteer for transportation, meals, and incidental expenses incurred while providing volunteer services. Volunteers must receive prior authorization for the expense and must submit required documentation of eligible expenses in accordance with applicable policies and procedures.
2. Use of state vehicle. In accordance with System Procedure 5.19.3 (Travel Management), volunteers are not allowed to drive state vehicles or state rental vehicles. Volunteers may ride in a state vehicle, in accordance with System Procedure 5.19.3, if on official business for the college, university, or office of the chancellor, and the travel has received prior authorization from the appropriate supervisor.

**Subpart D. Liability and indemnification.** A volunteer who acts in good faith, within the scope of the volunteer assignment, may be covered under the state tort claims act, Minnesota Statutes section 3.736. State law provides for legal representation and indemnification for eligible persons involved in authorized activities.

**Part 5. Volunteer Agreement Forms.** All authorized volunteers must complete an NCTC Volunteer Agreement form every fiscal year (July 1-June 30). In addition, all

volunteer coaches must complete a Volunteer Coaching Release of Liability form. Copies of all volunteer agreements and liability forms will be maintained in the NCTC Human Resources Department.

**Part 6. Dissemination of Policy and Procedure.** The supervising employee is responsible for providing the volunteer a copy of the NCTC Use of Volunteers Policy and Procedure at the time the volunteer agreement is administered.

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| Date of Adoption:            | 12-14-06                             |
| Date of Implementation:      | 12-14-06                             |
| Date & Subject of Revisions: | 11/14/13 – revised Part 3, Subpart C |