



AP 7500 PROFESSIONAL VOLUNTEERS

References:

Education Code Sections 72401, 87010, 87011, and 88249;
Government Code Sections 3118 and 3119.5

Professional volunteers serve the District in an "at will" capacity.

Board approval is required for all college professional volunteers. Board approval is obtained by the completion of an official District form and submission of this information on a regular Board agenda. The District shall use a written form that requires, at a minimum, the volunteer's name, address, phone number, and history of convictions.

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.

The District may enter into agreements with outside organizations to provide volunteers to the District to work at college locations. Such agreements will contain appropriate defense and indemnification language to protect the district from liability in connection with the volunteer services.

A volunteer's service record shall be maintained by the District.

Under certain circumstances, employees assigned to other positions within the District may serve as volunteers during off-hours.

Depending on the volunteer assignment, fingerprints of each volunteer may be required.

No person may serve as a volunteer in the District if:

- He/she has been convicted of or if he/she has 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).
- He/she has been convicted of a crime and the Chief Human Resources Officer 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.



- He/she has a health condition that would preclude him/her from satisfactorily performing essential duties of the position.
- He/she makes a false statement or omits a statement as to any material fact on the volunteer form.

Volunteers are considered 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.

The District may terminate a volunteer's services at any time for any reason or no reason at all.

Guest speakers or panel members in a class that has an instructor of record present are not considered professional volunteers.

Date Approved: March 9, 2016

Legal Reference Update #28: April 2016

Legal Reference Update #31: October 2017