

**LOS ANGELES COMMUNITY COLLEGES
OFFICE OF THE CHANCELLOR
ADMINISTRATIVE REGULATIONS**

INDEX NUMBER PS-5

REFERENCE: Board Rule 101800 et seq. Education Code sections 72401, 87010, 87011	TOPIC: Volunteer Policy
ORIGINAL ISSUE DATE: April 3, 2000	ORIGINALLY INITIATED BY: Chancellor
CHANGES: New Regulation; Attached volunteer form Revised volunteer form	DATE OF CHANGES: 4-3-00; 10-27-09 05-23-12

1. **PURPOSE AND SCOPE**

- a. The purpose of this regulation is to outline the District policy on volunteers serving at the colleges and at the District Office.
- b. This policy does not apply to volunteers serving in single day college "clean up" events.
- c. This regulation specifically excludes those individuals serving as volunteers in Associated Student Organization officer positions at the colleges. ASO officers are not entitled to defense and indemnity by the District.
- d. A college president may authorize suspension of the screening process set forth in this policy for special events, when he/she believes that this process is not necessary for the volunteers serving in the particular event.

2. **GENERAL**

- a. The colleges and District welcome the services of volunteers. Board Rule 101800 et seq. authorizes the use of volunteers subject to certain limitations and guidelines.
- b. The District and the colleges may look to outside organizations for volunteers. Each volunteer is subject to the screening process set forth in this policy.
- c. The District may enter into agreements with outside organizations to provide volunteers to the District to work at either the District Office or college locations. Such agreements will contain appropriate

defense and indemnification language to protect the District from liability in connection with the volunteer services.

- d. 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, except for the exercising of free speech rights with respect to issues of public concern.
- e. 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 he/she can demonstrate reasonable proficiency or relevant certification and performs his/her professional duties in accordance with laws, regulations or the technical standards which govern his/her area of volunteer responsibility.
- f. Volunteers may not be used in lieu of classified employees. Neither the District Office nor a college may refuse to employ a person in a vacant classified position and use volunteers instead, nor may they abolish any of their classified positions and use volunteers instead.

3. **SCREENING**

- a. Each of the colleges in the District and the District Office shall establish and maintain a written procedure for choosing volunteers to serve at the college and District Office locations. The procedures shall include a written application form which requires, at a minimum, the volunteer's name, address, phone number and history of convictions.
- b. A volunteer's service record shall be maintained by the District/college location where the volunteer served.
- c. Subject to the limitations of this policy, employees assigned to other positions within the District may serve as volunteers during off-hours.
- d. Fingerprints of each volunteer may be required by the location where the volunteer is serving. It is highly recommended that volunteers with on-going assignments and volunteers who interact with minors be required to provide the Division of Human Resources with a complete set of finger-prints for the purpose of running a criminal background check.

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

- 1) He/she has been convicted of or if he or she has charges pending which pertains to any sex offense, such as child molestation (as defined in Education Code section 87010), or controlled substance offense (as defined in Education Code section 87011).
- 2) He/she has been convicted of a crime and a College President or District Administrator determines:
 - a) the nature of the crime is too serious to serve as a volunteer;
 - b) the crime was too recent; and/or
 - c) the crime is inconsistent with obligations in performing assigned duties as a volunteer.

This does not limit a College President's or District Administrator's ability to hire a volunteer whose conviction is over 10 years old and is not related to his/her duties as a volunteer.

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

4. **INCIDENTAL EXPENSES**

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

5. **BENEFITS**

Volunteers are employees of the District only for the purpose of entitlement to 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 information contained in this form shall be used in connection with all volunteer activities for the Los Angeles Community College District.

SECTION 1. VOLUNTEER APPLICANT INFORMATION

NAME _____

STREET ADDRESS _____

CITY _____

STATE _____

ZIP _____

HOME TELEPHONE _____

ALTERNATE TELEPHONE _____

DATE OF BIRTH _____

CA DRIVER'S LICENSE No. _____

SOCIAL SECURITY No. _____

EMERGENCY CONTACT _____

ADDRESS _____

PHONE No. _____

SECTION 2. VOLUNTEER JOB DESCRIPTION (TO BE COMPLETED BY SUPERVISING ADMINISTRATOR)

JOB TITLE _____

LOCATION _____

DEPARTMENT _____

CONTACT PERSON/SUPERVISOR _____

EXT. _____

JOB DESCRIPTION: _____

DATES NEEDED:

FROM _____

TO _____

TIME REQUIRED _____

MINIMUM HOURS PER WEEK _____

TRAINING REQUIRED:

YES

NO

BY WHOM _____

QUALIFICATIONS

EDUCATION _____

SPECIAL SKILLS _____

EXPERIENCE _____

USE OF AUTOMOBILE _____

LICENSE PLATE NO _____

OTHER _____

INSTRUCTIONS

Volunteer: Complete Sections 1, 3 and 4 and forward the form to the volunteer service area administrative supervisor.

Supervising Administrator: Complete Section 2 and forward the original form to the Division of Human Resources, District Office.

SECTION 3. REPORT OF CONVICTIONS

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

1. He/she has been convicted of or if he/she has charges pending which pertains to any sex offense, such as child molestation (as defined in Education Code Section 87010), or controlled substance offense (as defined in Education Code Section 87011).
2. He/she has been convicted of a crime and a College President or District Administrator determines:
 - (i) the nature of the crime is too serious to serve as a volunteer;
 - (ii) the crime was too recent;
 - (iii) and/or the crime is inconsistent with obligations in performing assigned duties as a volunteer.
3. He/she has a health condition which would preclude him/her from satisfactorily performing essential duties of the position.
4. He/she makes a false statement or omits a statement as to any material fact on the application form.

If you have a record of convictions for offenses other than minor traffic citations, please give details in the space below. Also, list any arrests for which you are currently out on bail or out on your recognizance, pending trial.

If the answer is "NONE", write it across the first line and sign your name at the end of the application.

CONVICTIONS/ARRESTS PENDING TRIAL:

Date, City & State of Arrest	Charge or reason given by police for	Date and location of trial	Explanation (optional)

SECTION 4. ADDITIONAL CONDITIONS FOR SERVING AS A VOLUNTEER IN THE LOS ANGELES COMMUNITY COLLEGE DISTRICT

(1) Volunteer applicant acknowledges and understands that he/she serves the District in an "at will" capacity. The District may terminate a volunteer's services for any reason at all, except for the exercising of free speech rights with respect to issues of public concern.

(2) Volunteers are considered to be independent contractors and are employees of the District only for the purpose of entitlement to workers' compensation benefits for injuries sustained while engaging in the performance of any services under the direction and control of the District.

(3) With the exception of workers' compensation, volunteers serve without any type of compensation or benefits granted to District employees. Volunteers shall not be entitled to defense and indemnity from the District.

(4) Individuals serving in Associated Student Organization officer positions at the colleges are not considered to be volunteers under the District's volunteer policy and are not entitled to defense and indemnity from the District.

(5) Volunteers are subject to Los Angeles Community College District Board Rule 101800 et seq. and Los Angeles Community College District Administrative Regulation PS-5. (copy attached)

I certify that the information I provided on this application form is true to the best of my knowledge and belief. I also accept the terms and conditions set forth by the District in connection with my volunteer service.

Signature _____ Date _____