



Procedure 108-01 Volunteers

Sponsor: Human Resources

Purpose

Volunteer employees are a valuable resource and assist the College in accomplishing its mission.

Definitions

None

Procedure

Prior to Commencement of Activities the supervisor accepting volunteer labor will provide the Human Resources Department with the name and social security number of the volunteer, the type of work to be performed, the estimated number of hours per week, and the estimated number of weeks the volunteer will work. In addition, each volunteer is required to sign a Volunteer Waiver.

The Human Resources Department will provide a monthly list of volunteers to the Payroll Department for the purposes of reporting to the College's Workers' Compensation insurance carrier. The list will also provide an approximate value of the services rendered by each volunteer.

References

None

Procedure History

01/1992	New
09/28/2010	Reformatted

Legal Review

None