

# Essex County College College Regulation

## REG 4-19 COLLEGE VOLUNTEERS

### **Purpose:**

To establish a uniform and comprehensive system of managing volunteers who perform various services for the College. For purpose of this Regulation the following categories of individuals are expressly excluded: Members of the Board of Trustees; Advisory Board Members; Guest Lecturers; Guest "Celebrities", or any other person who offers beneficial service to the College Community and who at the discretion of the President is deemed to be exempt from this Regulation.

### **Definition(s):**

**Employee** – For purposes of this Regulation, an employee is a person in the service of the College under any contract of hire, express or implied, oral or written, where the College has the right to control and direct the employee in the material details of how the work is to be performed in exchange for salary or wages.

**Volunteer** – For purposes of this Regulation, a volunteer is a person who gives his services without any express or implied promise of remuneration or any expectation of remuneration; specifically, salary, wages, or any other type of monetary compensation and/or insurance or other type of benefits.

### **Application:**

1. No employee of the College may recruit or solicit any individual, group of individuals, or organization to volunteer to perform any services for the College, whether said service is to be performed on or off campus, without first obtaining the written consent of the Area Head and the Department of Human Resources.
2. After receiving approval via written consent the Department of Human Resources, the appropriate employee from the initiating department may contact the prospective volunteer(s). During the initial meeting with the prospective volunteer(s) the College representative shall expressly state the following: (1) the volunteer will receive no compensation for any duties performed nor will they receive any benefits or privileges received by employees of the College; (2) under no circumstances shall any volunteer represent himself as an employee of the College; and (3) being a volunteer in the College is not a prerequisite to employment at the College nor does it guarantee any preferential treatment in the event that a position becomes available.
3. All persons selected as volunteers shall be required to sign a waiver hold harmless agreement, and shall provide the College with basic identification information, and the name and telephone number of a person to contact in case of emergency. Each volunteer shall receive a statement containing a brief description of the services to be performed, the department to whom the volunteer will report, and the volunteer's effective period of work. These documents shall be housed by the Human Resources Department.
4. All volunteers shall receive an orientation. The orientation shall provide the volunteer with an overview of the College community and provide information concerning security, Drug Free Workplace Policy, Sexual Harassment Policy, and any other applicable workplace policies and departmental information.

<b>Responsible Official(s):</b>	<b>Reference: <i>N.J.S.A.</i> 18A:64A-12(o)</b>
<b>Regulation History: App. 3/93, Rev. 10/01, 12/10, 3/17</b>	<b>Attachment(s):</b>