

VOLUNTEER WORKERS AT THE COLLEGE EFFECTIVE DECEMBER 2015

Effective December 2015, the following must be adhered to when engaging volunteers to perform services at the College. Inquiries regarding the utilization of volunteer workers are to be directed to the Human Resources Department at (973) 877-3085. Human Resources shall serve as the point of contact for the coordination and utilization of volunteers throughout the College.

DEFINITION

Volunteers are individuals who voluntarily provide their services with no expressed or implied promise or expectation of remuneration (e.g., salary, wages, insurance, or any other types of compensation, insurance and/or benefits) from the College.

AUTHORIZATION

No employee of the College may recruit or solicit an individual, group of individuals or organization to perform services whether on or off campus as a volunteer for the College without first obtaining written consent from Human Resources. Departments are to notify Human Resources of their desired intentions to enlist an individual, group of individuals or organization to perform volunteer services. Request must be made well in advance of the anticipated first day of work. Human Resources shall assess the viability of the volunteer(s) and services recommended by a department. Human Resources shall serve as liaison with individual volunteers and agency/organization representatives, working closely with departments, to facilitate and monitor placement and attendance of individual volunteers.

Any agreements related to a volunteer's availability to provide service to the College must be submitted to Human Resources for review and handling by the Office of the General Counsel. **Departments are not to enter into any commitments or sign any agreements without the consent of the Human Resources Department.** Departments shall receive notification if and when the individual has been cleared to work and the stipulations, if any, of the volunteer assignment. **No one is to begin work without proper authorization from Human Resources.**

Prior to the anticipated start date of work, each authorized volunteer shall receive notification from Human Resources of their clearance to work. Volunteers will be expected to attend a brief Orientation conducted by Human Resources and complete a Volunteer Agreement and Identification Form. Depending on the location, nature and/or sensitive of the work assigned, a volunteer may be expected to undergo a Pre-Employment Screening (e.g., criminal background,

drug screening) and/or other assessments (e.g., skills). General information about the College and a review of basic office protocol shall be addressed during the Orientation.

PRIVILEGES AND RESTRICTIONS

An authorized volunteer worker may be eligible to obtain an Identification Card. However, volunteer workers shall not have parking privileges, or be assigned an email account, telephone extension or computer equipment. Volunteer workers are not to be assigned keys or tasks which allow access to College property including systems (e.g., Banner) or confidential information. Request for exception to these restrictions must be directed to Human Resources.

ATTENDANCE AND RECORDKEEPING

Departments shall be expected to adhere to the stipulations of the volunteer assignment including the accurate and timely tracking and reporting of a volunteer's attendance and work performance. Human Resources shall coordinate with departments for the receipt and submission of timesheets and other related attendance and performance records where applicable. It shall be the departments' responsibility to report any attendance, performance or other work related issues immediately to Human Resources. Human Resources shall work closely with departments to facilitate work performance issues with individual volunteers and agency/organization representatives.