

## PERSONNEL, NEBRASKA STATE COLLEGE SYSTEM

**POLICY: 5025 Volunteers**

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The mission of the Nebraska State College System is enhanced by the active participation of citizens of the community serving as volunteers. To this end, the Board accepts and encourages the involvement of volunteers at all levels of the College and the System Office within appropriate programs and activities. The duration of the volunteer relationship is set at the discretion of the College and/or System Office, however; the volunteer may at any time, for any reason, decide to sever the relationship. Notice of such a decision should be communicated as soon as possible to the volunteer's supervisor.

Volunteer Defined. A "volunteer" is anyone who chooses to perform services without compensation or expectation of compensation, (beyond reimbursement for pre-approved specified expenses) and, who performs a task at the direction of and on behalf of a College and/or the System Office. A "volunteer" must be officially accepted prior to performance of the task via successful completion of one of the Volunteer Service Agreement Forms as prescribed by the System Office. A student performing a classroom assignment or a student participating as a volunteer for a service learning activity that is part of an academic course or graduation requirement is not considered to be a "volunteer" for purposes of this policy.

Two "Volunteer Service Agreement Forms" have been prescribed by the System Office. One of the forms is for a single volunteer to complete. The other form must be used for "mass volunteer" events where more than twelve (12) volunteers are participating in an event.

Volunteers are not employees. Family members of employees are allowed to volunteer, in the same department as a family member, however; such volunteers will not be placed under the direct supervision of any family member who is an employee.

Employee Volunteer Activities. Employees (all employee categories as defined in Board Policy 5010) may not perform uncompensated, volunteer activities for the College and/or System Office, except in very limited situations. If an employee wishes to volunteer for the College and/or System Office those volunteer activities must be:

- Separate from, dissimilar to, and unrelated to the employee's normal work duties and responsibilities at the College and/or System Office;
- Generally characterized as civic, humanitarian, charitable, or public-service in nature;
- Performed voluntarily without any direct or implied pressure or expectation from the College and/or System Office;
- Scheduled according to the employee's own personal schedule and at the employee's convenience; and,
- Performed without any promise, expectation or receipt of pay or payment in kind from the College and/or the System Office.

Confidentiality. Volunteers are responsible for maintaining the confidentiality of all appropriate or privileged information to which they are exposed while serving as volunteers, whether this information involves employees, students, other volunteers, or business matters. Failure to maintain confidentiality could result in termination of the individual's volunteer status.

Safety. Safety of volunteers is important. Volunteers are expected to comply with federal and state regulations for training and protective equipment. Applicable safety measures should be included in the description of volunteer responsibilities. Volunteers who are injured or who are involved in an accident during their volunteer assignment must report the accident immediately to the Director of Human Resources. Injuries are not covered by the System's Worker's Compensation program.

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Background Checks. The College or System Office shall conduct criminal background checks for the following types of volunteers:

- 1) Volunteers in a College child care center, preschool program, "Kiddie College", residence hall, any type of athletic/academic camp or event involving minor children (under the age of nineteen [19] years);

*In addition to a criminal background check, each College child care center or preschool program is required to conduct background checks through the Nebraska Department of Health and Human Services (Nebraska Central Registry of Child Abuse and Neglect and the Adult Protective Services Central Registry) for volunteers.*

- 2) Volunteers in community placements sponsored or arranged by the College or System Office where the volunteer will work with a minor/minors (under the age of nineteen [19] years);
- 3) Volunteers with access to money or financial information of the College or System;
- 4) Volunteers with access to campus master keys;
- 5) Volunteers with access to confidential student/employee information;
- 6) Volunteers in the Activity Center;
- 7) Volunteers in athletic staff positions including any level of coaching staff, managers, athletic trainers/assistants;
- 8) Volunteer bus drivers;
- 9) Volunteers in housing and residence life programs;
- 10) Volunteers in IT positions;
- 11) Volunteers in Security positions;
- 12) Guest speakers/classroom guests if the person will be alone with students in the classroom; and
- 13) Volunteers providing services at College sponsored events (i.e. contest judges) where the volunteer will be alone with a minor/minors as part of his or her volunteer service.

Student tour guides are not required to have a criminal background check conducted prior to volunteering in this manner, even if the individuals on the tour are minor children (under the age of nineteen [19] years).

A volunteer's background check is good for five (5) years and then the volunteer, if still required to have a check conducted, should be rechecked.

Training. Volunteers should receive training by their assigned supervisor to provide them with the necessary information, knowledge and skills necessary to perform their volunteer assignment. College resources, including College vehicles, may be available for use by volunteers at the discretion of the appropriate Vice President. Volunteers using College vehicles are subject to the same requirements as College employees.

Expense Reimbursement. Volunteers may be eligible for reimbursement of reasonable expenses incurred while undertaking business for the College or System Office. Actual receipts must be submitted for reimbursement. Examples of these expenses include mileage, meals, out of pocket expenses, travel and parking. This expense will be charged to the department budget where the volunteer is assigned. Prior approval must be sought for any reimbursable expenditure. Volunteers are not eligible for stipends, honorariums, compensation, or other payment for services rendered.

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Working with Minor Children. The Board is committed to the safety and protection of minor children (any person under nineteen [19] years of age) on College campuses. Volunteers working with, or around, minor children, must at all times be aware of, and maintain, appropriate physical, emotional, and sexual boundaries. Volunteers are prohibited at all times from physically disciplining minor children. One-on-one meetings with minor children are best held in public areas or in spaces where interactions can be observed by other employees.

Volunteers who are aware of abuse or neglect of a minor child occurring on campus or in conjunction with any College activity or event, must report the matter to the College administration (President, Vice Presidents, Human Resources Director or Title IX Coordinator) as quickly as possible.

Note: Nebraska State law requires any person who suspects that a child has been abused or neglected to report it promptly to law enforcement or to the Nebraska Department of Health and Human Services at 1-800-652-1999.

Policy Adopted: 4/25/14

Policy Revised: 11/7/14