



## **Rowan College of South Jersey**

Administrative Procedure: 7419  
**VOLUNTEER WORKERS**

### **Prerequisites**

The following are prerequisites for service as a volunteer with the College:

- Complete a Volunteer Service Agreement;
- Authorize an Inquiry Release Form and pass a Criminal background check;
- Meet whatever qualifications are necessary to perform the task;
- Abide by all state and federal laws as well as College policies and administrative procedures; and
- As appropriate, agree to mandated training including, but not limited to harassment, sexual misconduct, Title IX, FERPA, and HIPPA;

### **Procedures**

1. A completed Volunteer Service Agreement must be submitted to Human Resources (HR) prior to consideration for a volunteer along with a signed Volunteer Inquiry Release form to permit the required background check.
2. Volunteer applicants (“applicants”) will be required to produce proof of their identity, licensure, previous employment, education, and names of references. Applicants will not be processed without verification of all credentials.
3. Each volunteer applicant who is a foreign national will be required to produce a properly authorized Visa granting permission to volunteer. Additionally, an authorization card must be presented which includes the foreign national’s registration number. Upon being offered an assignment, the applicant must satisfy I-9 form requirements.
4. Minors under the age of 18 may not be assigned without presenting approved working papers and parental permission for a pre-assignment physical exam, when required. Any department engaging a minor in volunteer work must comply with the New Jersey Child Labor Laws regarding appropriate duties, the posting of work schedules, and permissible hours of work. Upon assignment, applicants will be required to present proof of age.

5. HR will conduct a background check on applicants before an actual assignment can commence. The background checks will consist of past employers, criminal history, social security verification, and personal references. Additionally, educational and professional credentials and motor vehicle records will be checked as volunteer assignments demand. All background checks will be conducted in accordance with the Fair Credit Reporting Act (FCRA) and require a signed release by the applicant. The signed release is a condition of the volunteer assignment and will not be waived for any reason.
6. Physical exams and/or medical testing may be required for volunteer applicants.
7. If a background check disqualifies an applicant for any reason, the applicant will be notified.
8. Applicants falsifying information on their application, will not be considered for a volunteer assignment.
9. Department/Units are responsible for providing a departmental orientation to volunteers, including review of relevant policies.
10. Volunteers must carry an identification (ID) card while on campus.
11. Temporary parking permits will be issued as required.
12. Upon conclusion of an assignment, volunteers are required to turn in all College property to the department supervisor or manager, including, but not limited to, ID cards, uniform, keys, tools, parking permits, etc. It is the supervisor's responsibility to ensure cancellation of access to technology or computer accounts, i.e. email or calendaring systems, and other network or wireless access. In addition, the supervisor must secure all College property and return same to the issuing units.
13. A volunteer may serve no longer than one year without renewal. If the individual is a returning volunteer, but the break in his/her service is greater than one year, all applicable forms and procedures must be completed again.
14. Volunteers who have completed all requirements successfully may, with HR approval, begin their volunteer service prior to confirming Board approval.

## **Expenses**

Courts have interpreted the Fair Labor Standards Act (FLSA) to permit volunteers to be paid expenses and/or nominal fees for their services without losing their volunteer status. Expenses and fees that may be paid include: out-of-pocket expenses incurred incidental to providing volunteer services (e.g. meal, transportation, and uniform expenses) and training-related expenses.

### **Services Not Requiring a Volunteer Agreement or other Prerequisites**

- College Open Houses;
- Commencement volunteers;
- Ushering campus events;
- Public speakers; and
- Participation in all volunteer College committees

All specific one-time activities must be discussed with the Executive Director of Human Resources, or his/her designee, who will determine if the activity may be considered “low risk”. Once the activity is determined to be “low risk”, the Volunteer Agreement or other prerequisites as listed on page one would not be required. To ensure compliance in application of this administrative procedure, contact HR before allowing any person to begin volunteering in a department/unit.

### **Restrictions**

- Volunteers at any age cannot drive or operate College vehicles or machinery.

Judgement and care must be exercised in the use of volunteers. Please consult HR with any questions or concerns.

Area: Human Resources  
Approved: 07/01/19

President’s Authorization:



References:

Rowan College of South Jersey Board of Trustees Policy Manual, *7419 Volunteer Workers* and *7401 Background Checks and Self-Disclosure of Criminal Convictions*

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