

**Greater Albany SD 8J  
Board Policy**

Code: **ICC**  
Adopted: 1/114/91  
Revised/Readopted: 3/12/01, 2/28/05;  
8/13/07  
Orig. Code(s): BP 8500

**Volunteers**

It shall be the policy of the district to encourage the utilization of parents or guardians<sup>1</sup> and community volunteers in the schools for the primary purpose of enriching the educational opportunities for students.

Guidelines and procedures for the management of the district volunteer program, the recruitment, use, coordination and training of volunteers, and the training of professional staff in the utilization of volunteers shall be developed by the administration and revised as necessary.

Nonexempt employees<sup>2</sup> may be permitted to volunteer to perform services for the district provided the volunteer activities do not involve the same or similar type of services<sup>3</sup> as the employee's regularly assigned duties. In the event a nonexempt employee volunteers to perform services for the district that are the same or similar as the employee's regularly assigned duties, the Board recognizes that under the Fair Labor Standards Act (FLSA), overtime or compensatory time must be provided.<sup>4</sup>

Any person authorized by the district for volunteer service into a position having direct, unsupervised contact with students will be required to undergo an Oregon criminal history check.

END OF POLICY

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Legal Reference(s):

[ORS 109.056](#)

[ORS 125.005\(4\)](#)

[ORS 125.300-125.325](#)

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<sup>1</sup>As used in this policy, the term parent includes legal guardian or person in a parental relationship. The status and duties of a legal guardian are defined in ORS 125.005(4) and 125.300 - 125.325. The determination of whether an individual is acting in a parental relationship, for purposes of determining residency, depends on the evaluation of the factors listed in ORS 419B.373. The determination for other purposes depends on evaluation of those factors and a power of attorney executed pursuant to ORS 109.056. For special education students, parent also includes a surrogate parent, an adult student to whom rights have transferred and foster parent as defined in OAR 581-015-0005(18).

<sup>2</sup>There are three types of FLSA exemptions: those fore executive, administrative and professional employees. Generally, employees who are exempt under the executive, administrative or professional exceptions must primarily perform executive, administrative or professional duties at least 50% of the employee's time.

<sup>3</sup>Instructional assistant duties are generally viewed to be the same type of service, supervising and instructing students, as coaching.

<sup>4</sup>Districts should review with legal counsel the use of non-exempt employees in extracurricular activity positions such as coaching and as advisors for cheerleading and other district-sponsored activities for FLSA district impact.

[ORS 326.607](#)  
[ORS 332.107](#)  
[ORS 419B.373](#)

[OAR 581-015-0005\(18\)](#)  
[OAR 839-020-0005](#)

Fair Labor Standards Act of 1938, as amended, 29 U.S.C. Sections 206 and 207

Cross Reference(s):

[GCDA/GDDA](#) - Criminal Records Checks/Fingerprinting