

# Brookings-Harbor School District 17C

Code: **IICC**  
Adopted: 11/17/04

## Volunteers

The Board appreciates and encourages volunteerism in the district. It provides the district with the opportunity to utilize the expertise, energy, enthusiasm, commitment and diverse skills of the community in achieving both the district's instructional and noninstructional goals. Volunteerism is designed to supplement, not supplant, regular district programs and staff. Selection and appointment of volunteers by the superintendent or his/her designee will be made following a district approved screening process that includes a criminal records check at district expense, submission of two letters of reference and an interview prior to assumption of volunteer duties.

Volunteers will receive no remuneration for tasks and will ordinarily be recruited for an identified and specific purpose.

Nonexempt employees<sup>1</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>2</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>3</sup>

Training of volunteers will consist of the following:

1. Information on how the district functions and is organized;
2. Training on equipment use, Board policies, administrative regulations, school rules, building routine and the role of volunteers;
3. Introductions of staff, parking instructions, staff room protocols, record keeping and other pertinent building practices;
4. Job-specific instruction on requested duties.

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<sup>1</sup>There are three types of FLSA exemptions: those for 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>2</sup>Instructional assistant duties are generally viewed to be the same type of service, supervising and instructing students, as coaching.

<sup>3</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.

If possible, the initial volunteer assignment will include a date the assignment will end. Upon completion of the assigned service, transfer to another assignment may be considered.

Volunteers shall be subject to an annual review of services performed and may be terminated from service for violation of Board policy, administrative regulations or school rules. Additionally, volunteers may be transferred or terminated at any time by the superintendent or his/her designee.

END OF POLICY

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**Legal Reference(s):**

[ORS Chapter 243](#)

[ORS 326.607](#)

[ORS 332.107](#)

[OAR 839-020-0005](#)

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