



Code: **IICC**  
Adopted: 12/12/90  
Revised/Readopted: 10/27/04; 5/28/14; 1/24/18  
Orig. Code(s): IICC

## **Volunteers**

Community patrons who voluntarily contribute their time and talents to the improvement and enrichment of the public schools instructional and other programs are valuable assets. The Board encourages constructive participation of groups and individuals in the school to perform appropriate tasks during and after school hours under the direction and supervision of professional personnel.

The administration is responsible for the recruitment, use, coordination and training of volunteers. These assignments will be carried out as directed or delegated by the superintendent. Every effort should be made to use volunteer resources in a manner which will ensure maximum contribution to the welfare and educational growth of students.

<sup>1</sup>Any person authorized by the district for volunteer services into a position that will have direct unsupervised contact with students shall be required to undergo Oregon criminal records check

Volunteer work is considered an extension of work in or around district schools; as such the rules of behavior and accepted activities enforced for district employees will likewise apply to volunteers. Volunteers will receive no remuneration for tasks and will ordinarily be recruited for an identified and specific purpose.

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 types of services 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>

School volunteers may be reimbursed for pre-approved expenses actually incurred on school business. Reasonable and necessary expenses will be compensated in the same manner as district personnel.

The district will provide worker's compensation coverage for volunteers if the insurance carrier allows the coverage.

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<sup>1</sup>The district must make a determination on whether volunteers will or will not have direct, unsupervised contact with students. If the district allows volunteers direct, unsupervised contact with students, this language is required.

<sup>2</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 percent of the employee's time.

<sup>3</sup>Districts should review with legal counsel the use of non-exempt employees in extracurricular activity positions such as coaching and as advisers for cheerleading and other district-sponsored activities for FLSA district impact.

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END OF POLICY

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**Legal Reference(s):**

[ORS Chapter 243](#)  
[ORS 326.607](#)

[ORS 332.107](#)

[OAR 839-020-0005](#)  
HB 2992 (2017)

Fair Labor Standards Act of 1938, 29 U.S.C. §§ 206-207 (2017).

**Cross Reference(s):**

GCDA/GDDA - Criminal Records Checks/Fingerprinting  
KK - Visitors to District Facilities