

Coos Bay School District 9

Code: IICC
Adopted: 5/13/96
Revised/Readopted: 6/22/10; 1/13/14; 12/10/18
Orig. Code: KF

School Volunteers

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

Recruitment, utilization, coordination and training of volunteers is the responsibility of administration and will be carried out as directed or delegated by the superintendent. Every effort should be made to utilize volunteer resources in a manner that will ensure maximum contribution to the welfare and educational growth of students.

Background checks will be done for all volunteer applicants. The district will cover the cost for processing the background checks.

Any volunteer who knowingly makes a false statement, as determined by the district, on a district volunteer application form may be denied the ability to volunteer in the district.

Nonexempt employees¹ may be permitted to volunteer to perform services for the district provided the volunteer activities do not involve the same or similar type of services² as the employee's regularly assigned duties. Nonexempt employees may volunteer to perform services that are the same or similar to the employee's regularly assigned duties only with the prior approval of their administrator, who may decline the request or impose limitations on the volunteer services. 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.³

END OF POLICY

¹There 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.

²Instructional assistant duties are generally viewed to be the same type of service, supervising and instructing students, as coaching.

³Districts 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.

Legal Reference(s):

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

[ORS 332.107](#)

[OAR 581-021-0502](#)
[OAR 839-020-0005](#)

Fair Labor Standards Act of 1938, 29 U.S.C. §§ 206-207 (2012).

Cross Reference(s):

GCDA/GDDA - Criminal Records Checks/Fingerprinting