

Dallas School District 2

Code: **IICC-AR**
Adopted: 12/12/05

Volunteers

The school Board believes that volunteers can be a valuable resource for curricular, co-curricular activities programs, and athletics. The health and safety of students are to be fully protected and the integrity of programs be safeguarded in the utilization of volunteers.

General Guidelines

1. Volunteers be limited in assignment to areas of demonstrated knowledge and skills.
2. Guidelines for service be developed so that volunteers will clearly understand the parameters of service;
3. Volunteers sign an Agreement for Volunteer Service, Criminal History Verification form, and a Volunteer Job Description and Code of Conduct, which indicates an acceptance of the guidelines of service, at the time of appointment;
4. The District shall provide Workman's Compensation Insurance coverage for all approved volunteers during the time of service;
5. A volunteer under this policy, shall not serve in a supervising or an instructional role during usual classroom hours unless under the guidance of licensed personnel. However, he/she could be employed in a regular classified job;
6. A volunteer may be terminated from service whenever it is deemed to be in the best interest of the District.

Screening

The process of determining the suitability of a volunteer will include the following:

1. A criminal records check;
2. Completion of an interview designed to match skills with district needs;

Nonexempt Employee Volunteers

Nonexempt district employees may not volunteer to perform services on behalf of the district unless they are considered “bona fide volunteers.” An employee is a bona fide volunteer if:

1. The employee’s services are offered freely and without pressure or coercion, direct or implied, from the district; and
2. The employee does not engage in the same or similar type of volunteer services as he/she performs in his/her regular job.

As provided by law, nonexempt employees will not be permitted to volunteer to perform their regular work duties or the same type of duties off the clock and without compensation. The requirements of the Fair Labor Standards Act (FLSA) cannot be waived by the employee or the district. Nonexempt employees who volunteer to perform services for the district will be required to complete the district’s Volunteer Agreement form verifying that they are volunteering to perform services and such services are not performed in the course of their regular employment.