

Forest Grove School District

Code: **IICC**
Adopted: 1/83
Revised/Readopted: 2/22/16
Orig. Code(s): IICC

Volunteers

It is the policy of the district to encourage the utilization of community volunteers in the schools for the primary purpose of enriching the educational opportunities for all students.

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

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. 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

The superintendent or designee is instructed to develop administrative procedures to implement this policy and provide guidelines for the management of the community volunteer program, recruitment of and training of volunteers and the training of professional staff in the utilization of volunteers.

END OF POLICY

Legal Reference(s):

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

[ORS 332.107](#)

[OAR 839-020-0005](#)

Fair Labor Standards Act of 1938, 29 U.S.C. §§ 206-207 (2006).

Cross Reference(s):

GCDA/GDDA - Criminal Records Checks/Fingerprinting

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.