

**Neah-Kah-Nie
School District 56**

Code: **IICC**
Adopted: 11/12/01
Readopted: 3/10/08; 6/08/15
Orig. Code(s): IICC

Volunteers

Community volunteers enrich educational opportunities for students, promote a positive school environment and improve school and community relations. The Board encourages constructive participation of groups and individuals in local schools, district office and programs, to perform appropriate tasks before, during and after school hours under the direction, training and supervision of district personnel.

Any person authorized by the district for volunteer service into a position having direct, unsupervised contact with students will 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 Board encourages administrators, teachers and classified staff to provide students with the services of volunteers as part of the educational team.

The superintendent is directed to develop administrative regulations to provide guidelines for the management of the volunteer program.

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% 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 advisors for cheerleading and other district-sponsored activities for FLSA district impact.

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