

Newberg School District 29J

Code: **IICC**
Adopted: 4/24/00
Readopted: 2/26/07
Orig. Code(s): 8700

Volunteers

The Board recognizes that patrons volunteering their services in the schools provide valuable assistance to the instructional program, to school personnel and to the educational enrichment opportunities of students. A volunteer is a non-paid person assisting under the direction of an administrator, teacher or classified staff member. The Board actively encourages volunteer participation by individuals and groups in the district to perform appropriate tasks during and outside of school hours.

The recruitment, supervision, coordination and training of volunteers is the responsibility of district administrators or designees. The volunteer's assignment shall be carried out as directed or delegated by the administrator. Efforts shall be made to use volunteer resources in a manner which ensures maximum contribution to the welfare and educational growth of students.

Any person authorized by the district for volunteer service must complete a "criminal history verification" form and consent to a criminal history background check prior to beginning volunteer work.

The administration shall retain the right to exercise discretion in determining whether a volunteer shall be used in the district. A volunteer's service may be terminated at any time for reasons deemed appropriate by the administration.

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), the employee must be paid.³

The Board directs the superintendent to develop administrative regulations as needed to implement this policy.

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](#)

[OAR 839-020-0005](#)

[ORS 326.607](#)

[ORS 332.107](#)

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

Cross Reference(s):

GCDA/GDDA - Criminal Records Checks/Fingerprinting