

# Perrydale School District 21J

Code: **IICC**  
Adopted: 4/09/07

## Volunteers

The Board encourages and appreciates volunteers in the school. Volunteers, including Board members, provide community expertise, energy, enthusiasm, commitment and diverse skills in support of both instructional and noninstructional district goals.

The district's ultimate goal is to provide the safest possible environment of its students. Therefore, prior to volunteering at the district, one must annually submit current information on a criminal history verification form. Volunteers will be asked to pay a processing fee. Oregon Department of Education will check civil and/or criminal records to verify volunteers information.

Nonexempt employees<sup>1</sup> may be permitted to volunteer to perform services for the district provided the volunteer activities do not involve the same or similar type of services<sup>2</sup> 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.<sup>3</sup>

The administration is responsible for the recruitment, use, coordination and training of volunteers. These assignments will be carried out as directed or delegated by the superintendent. Every effort should be made to use volunteer resources in a manner which will ensure maximum contribution to the welfare and educational growth of students.

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):

---

<sup>1</sup>There 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.

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

<sup>3</sup>Districts 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.

