



Code: **IICC**  
Adopted: 10/27/04  
Revised/Readopted: 7/09/08; 1/25/17; 3/21/18;  
9/26/18

## **Volunteers**

Community patrons who voluntarily contribute their time and talents to the improvement and enrichment of the public schools instructional and other programs are valuable assets. The Board encourages constructive participation of groups and individuals in the school to perform appropriate tasks during and after school hours under the direction and supervision of professional personnel. 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.

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.

Any person authorized by the district for volunteer service into a position that allows direct, unsupervised contact with students shall be required to undergo an Oregon criminal records check. Any person authorized by the district for volunteer service that will not likely have direct, unsupervised contact with students will not be required to undergo an Oregon criminal records check.

Any volunteer who knowingly makes a false statement, as determined by the district, on a district volunteer application form may be denied the ability to volunteer in the district.

The district does not encourage volunteers to provide transportation to students in their own automobiles. However, in the event that such transportation is necessary, Board policy governing students transportation in private vehicles shall be adhered to.

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>

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<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 percent 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 advisers for cheerleading and other district-sponsored activities for FLSA district impact.

The acceptance and utilization of the services of any person on a voluntary basis shall be at the discretion of the district.

END OF POLICY

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**Legal Reference(s):**

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

[ORS 332.107](#)

[OAR 839-020-0005](#)  
[OAR 581-021-0502](#)

Fair Labor Standards Act of 1938, 29 U.S.C. §§ 206-207 (2012).

**Cross Reference(s):**

GCDA/GDDA - Criminal Records Checks/Fingerprinting