



Code: **IICC**  
Adopted: 2/11/10  
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Orig. Code(s): IICC

## **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.

Volunteerism is designed to supplement, not supplant, regular district programs and staff. Selection and appointment of volunteers by the superintendent or his/her designee will be made following a district approved screening process. Any person authorized by the district for volunteer service into a position having direct, unsupervised contact with students shall undergo a nationwide criminal records check.

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>

Volunteers will receive no remuneration for tasks and will ordinarily be recruited for an identified and specific purpose.

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.

If possible, the initial volunteer assignment will include a date the assignment will end. Upon completion of the assigned service, transfer to another assignment may be considered.

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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% 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.

Volunteers shall be subject to an annual review of services performed and may be terminated from service for violation of board policy, administrative regulations or school rules. Additionally, volunteers may be transferred or terminated at any time by the superintendent or his/her designee.

END OF POLICY

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**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 (2012).

**Cross Reference(s):**

GCDA/GDDA - Criminal Records Checks and Fingerprinting  
KK - Visitors to District Facilities