



## **Volunteers**

The district supports the utilization of community volunteers to augment and supplement the districts regular instructional program. Volunteers may be selected subject to the following process.

### **Recruitment**

Finding a volunteer who is suitable to the required task is essential. A positive and proactive recruiting program may involve, but not be limited to:

1. Retired staff;
2. Parents;
3. Site council members;
4. Booster club;
5. Parent-Teacher Association;
6. Advisory committees;
7. Local businesses, corporations, civic clubs and churches.

### **Qualifications**

Volunteers will demonstrate the following personal attributes:

1. A sense of responsibility;
2. Enthusiasm;
3. Good listening skills;
4. Skills commensurate with a specific district need;
5. Ability to follow directions;
6. An understanding of confidentiality requirements.

## **Screening Training**

The amount and type of training the volunteer receives will depend upon his/her past experience, the particular needs of the volunteer and the amount of skill required to do the job. At a minimum training should include:

1. Orientation on the specific skills needed to do the job;
2. Short-term activities, training that will be ongoing and will be provided as needed;
3. Long-term activities, training for activities that occur on a daily basis;
4. Confidentiality requirements;
5. Board policies, administrative regulations, school rules and routines;
6. The role of the volunteer;
7. Volunteers will be informed of the districts supervisory structure for the volunteer program.

## **Screening**

The process of determining the suitability of a volunteer will include the following:

1. A criminal records check;
2. Completion of an interview designed to match skills with district needs;
3. Submission of two letters of reference.

## **Nonexempt Employee Volunteers**

Nonexempt district employees may not volunteer to perform services on behalf of the district unless they are considered "bona fide volunteers." An employee is a bona fide volunteer if:

1. The employee's services are offered freely and without pressure or coercion, direct or implied, from the district; and
2. The employee does not engage in the same or similar type of volunteer services as he/she performs in his/her regular job.

As provided by law, nonexempt employees will not be permitted to volunteer to perform their regular work duties or the same type of duties off the clock and without compensation. The requirements of the Fair Labor Standards Act (FLSA) cannot be waived by the employee or the district. Nonexempt employees who volunteer to perform services for the district will be required to complete the district's Volunteer Agreement form verifying that they are volunteering to perform services and such services are not performed in the course of their regular employment.