Springfield School District 19

Code: **IICC**
Adopted: 11/05/01
Readopted: 6/25/07
Orig. Code(s): IICC

Volunteers

Citizens who voluntarily contribute their time and talents to the improvement and enrichment of district programs are valuable assets. The Board encourages constructive participation of volunteers in the district to perform appropriate tasks during and after school hours under the direction and supervision of professional staff. Every effort should be made to use volunteer resources in a manner that will ensure maximum contribution to the welfare and educational growth of students.

The administration is responsible for the recruitment, use, coordination, training, and recognition of volunteers. Volunteers who may have direct unsupervised contact with students may be subject to criminal history checks through the Oregon State Police in accordance with district procedures. Volunteers annually will complete a volunteer application form that will be kept by the building administrator.

Nonexempt employees[1] 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[2] 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.[3]

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):

GCDA/GDDA - Criminal Records Checks/Fingerprinting

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[1]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.

[2]Instructional assistant duties are generally viewed to be the same type of service, supervising and instructing students, as coaching.

[3]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.