



COLLEGE of CENTRAL FLORIDA

POLICY MANUAL

Title: VOLUNTEER SERVICES	Number: 6.27	Page: 1 of 2
	See Procedures: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Legal Authority: Florida Statutes 1001.64	Board Adoption/Revision Approval Dates: 1/11/84, 10/19/88, 5/19/99, 10/22/02	

By definition, a volunteer shall be any person who, of his or her own free will, donates time or services to the College with no monetary or material compensation.

It shall be the policy of the Board to accept voluntary donations of time, goods and services offered by a donor of his or her own free will without any promise or agreement for compensation or reimbursement of any kind, provided the donation is compatible with the principles and objectives of the College.

- (1) Volunteers recruited, trained or accepted by the College shall not be subject to any provisions of law relating to employment, collective bargaining, hours of work, rates of compensation, leave time, nor any employee benefits, except as noted below.
- (2) Volunteers may be covered under liability protection provided by the College, and with the prior concurrence of the appropriate Vice President or Dean, and approval of the President, may also be provided with the following benefits:
 - a. Meals furnished with cost when their hours of service extend over an established meal period.
 - b. Lodging furnished without cost when their hours of service require them to be away from campus overnight.
 - c. Use of college vehicles and reimbursement of transportation expenses when their service requires them to be away from the campus in the performance of their assigned duties.
- (3) Volunteers shall comply with all Board policies, Florida Board of Education Rules, and Florida Statutes.
- (4) Volunteers shall be considered as unpaid independent volunteers and shall not be entitled to unemployment compensation.
- (5) Volunteers shall be under the supervision of College employees.
- (6) With approval of the President, employees who are "exempt" from the Fair Labor Standards Act may voluntarily donate professional time and/or services for the benefit of the College or students.

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- (7) With approval of the President, "nonexempt" employees may voluntarily donate time and/or services unrelated to their regularly assigned jobs for which they are entitled to be paid.
- (8) Regular full-time employees shall not use College time for volunteer service without approval of the President.