



COLLEGE of CENTRAL FLORIDA
ADMINISTRATIVE PROCEDURE

Title: Volunteer Program

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Implementing Procedure For Policy # 6.27

Date Approved: 08/06/10

Division: Human Resources

The purpose of this procedure is to establish guidelines for all departments which utilize volunteers and all individuals desiring to volunteer their services at the College of Central Florida.

- I. **Request a volunteer:** The requesting department completes a Volunteer Position Opportunity form, available on the College intranet, in which the department outlines qualifications and a description of activities specific for their department's needs. The department sends the completed form to Human Resources. Human Resources will distribute this information to the following areas for posting:
 - a) Retired and Senior Volunteer Program (RSVP) for posting at their site.
 - b) Information Technology for posting on the CF volunteer opportunity board on the internet.

- II. **Volunteer in processing:** Once a volunteer has presented him or herself to a department and it is determined they meet the criteria the department has established, they must be in-processed. The following steps must be performed to complete in-processing:
 - a) The department head prints the Volunteer Registration form and the Volunteer Worker General Release form and has the volunteer complete both. These forms are located on the College intranet.
 - b) The department head then sends the original forms to the Human Resources office.
 - c) The Human Resources office will maintain all volunteer registration forms filed for CF's record and will fax the form to RSVP for their records if applicable.

- III. **Criminal Background Checks:** Several departments at the College are required to perform background and/or fingerprinting checks, prior to the individual beginning volunteer service. All individuals desiring to volunteer their services at CF in these departments must complete and sign the Acknowledgement of Criminal Background Check. These areas are:
 - a) Child Care – background check, fingerprinting and national check
 - b) Criminal Justice – background check, fingerprinting and national check
 - c) Plant Operations – background check (fingerprinting optional)
 - d) Business Office - background check, fingerprinting and national check
 - e) Information Technology – background check (fingerprinting optional)
 - f) Purchasing Department – background check (fingerprinting optional)
 - g) Appleton Museum of Art – background check (fingerprinting optional)
 - h) Public Safety – background check (fingerprinting optional)

If a department is not listed above, but the volunteer will be involved in duties which may merit a background screening, it is at the discretion of the supervisor to request a background screening of the volunteer. The forms for criminal background checks on volunteers are on the intranet. The department head must forward the completed form to the Human Resources office. If the department is not required to run background checks, the department may ignore the forms.

IV. **Volunteers Working with Minor Children:** A minor is defined as an individual who is 17 years of age or younger, who is unmarried and has not been emancipated by order of the court. Volunteers who are assigned to work with minors, regardless of assigned department, will be required to submit to a federal criminal background check in conjunction with the Florida Department of Law Enforcement (FDLE). As part of the FDLE Criminal Background Check (CBC), volunteers will also be fingerprinted.

The department head, in whose department the volunteer will work, is responsible for making sure the volunteer undergoes a CBC. The department head requesting a CBC for a volunteer must complete and sign a FDLE Criminal Background Check Supervisor Request form and return it to Human Resources. Forms are available in the Human Resources office. Results of the criminal background check will be kept on file in the Human Resources office. Department heads who are not sure whether a volunteer must submit to a criminal background check should contact the Human Resources office.

V. **Volunteer Handbook:** The department head prints and provides to the volunteer the Volunteer Handbook. The Volunteer Handbook is located on the College intranet.

VI. **Volunteer Staff Temporary Parking Permit:** The department head will complete and print a Volunteer Staff Temporary Parking Permit form. The volunteer should place this permit on their vehicle dashboard each time he/she is on campus volunteering. These forms have an expiration date. The department should print a new permit for the volunteer when it expires, should their services continue to be utilized.

VII. **Volunteer Service Record:** The department head shall print and have the volunteer complete the Volunteer Service Record form each month. This form is used to keep record of all volunteered time. The volunteer should tally the hours worked, sign the form and have their departmental supervisor sign the form at the end of each month. The department head will then send the completed form to the Human Resources office no later than the fifth of the next month. Time will be tracked in the Human Resources Office. The Human Resources office will fax the forms to RSVP if applicable. Volunteers should indicate on the form if they are a RSVP Volunteer.

VIII. **FRS Retiree Volunteers:** Specific guidelines from the Florida Bureau of Retirement must be followed when a Florida Retirement System (FRS) Pension Plan retiree wishes to volunteer with an FRS employer. Volunteering could affect retirement benefits. A copy of these guidelines is on file in the Human Resources office.

IX. **Supervisor Responsibilities:** The departmental head shall identify job duties/assignments for volunteer workers. The department is responsible for training, supervision, and providing direction to the volunteer. The department head shall ensure that no volunteer has access to confidential material or keys to any college office. No volunteer has authority for the approval and/or expenditure of college funds.

State regulations require CF to cover all registered volunteers with Workers Compensation while they are on campus in an official volunteer capacity. It is necessary that the Human Resources office have a record of any volunteer on campus. If a volunteer is injured while working for the department (during the course and within the scope of their duties), the volunteer will follow the same process for an injury as any full or part time employee.

Vice President, Administration and Finance

Date

Approved by President

Date