



COLLEGE of CENTRAL FLORIDA
ADMINISTRATIVE PROCEDURE

Title: Volunteer Program

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Implementing Procedure For Policy # 6.27

Last Approved: 8/6/10,
5/15/18

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.
- 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. If the volunteer will be working directly with minors, vulnerable adults, or in areas of special trust, the department head is responsible to coordinate with Human Resources to have the volunteer perform a Level II criminal background screening and results reviewed prior to volunteer service.
 - d. The Human Resources office will maintain all volunteer registration forms filed for CF's record.
- III. **Level II Criminal Background Screenings:** The College is required to perform a Level II background screening ("Level II"), prior to the individual beginning volunteer service if they will be working directly with minors or vulnerable adults, or in areas of special trust; for example, in areas where personally identifiable information, financial information, educational information, and health information are collected and maintained.
 - a. 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. A "Vulnerable adult" means a person 18 years of age or older whose ability to perform the normal activities of daily living or to provide for his or her own care or protection is impaired due to a mental, emotional, sensory, long-term physical, or developmental disability or dysfunction, or brain damage, or the infirmities of aging.
 - b. All individuals who desire to volunteer at CF and who are required to be screened must submit to a Level II screening in accordance with Florida Statute that includes fingerprinting and a review of the national FBI Criminal Records Database. The volunteer must complete and sign a Florida Department of Law Enforcement (FDLE) approved "Criminal History Record Check Waiver Agreement and Statement." If a volunteer refuses to submit to a Level II screening, they will not be allowed to volunteer with the college.
 - c. The department head, in whose department the volunteer will work, is responsible for ensuring that the volunteer undergoes a Level II screening, if required. Department heads must train volunteers who are not required to perform a Level II screening but who incidentally come into contact with a minor or vulnerable adult, that they must find a college employee to engage and assist the minor or vulnerable adult, and at no time should the volunteer be alone with a minor or

vulnerable adult. The department head is ultimately responsible to coordinate and ensure that the individual's Level II screening was performed with Human Resources and that the Level II results were received and reviewed prior to the volunteer beginning service. Results of the Level II criminal background check will be kept securely filed in the Human Resources office. Department heads who are unsure if a volunteer must submit to a Level II screening should contact the Human Resources office.

- IV. **Volunteer Handbook:** The department head prints and provides to the volunteer the Volunteer Handbook. The Volunteer Handbook is located on the College intranet.
- V. **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.
- VI. **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.
- VII. **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.
- VIII. **Supervisor Responsibilities:** In addition to the responsibilities listed above, 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 even if a Level II screening is performed. 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