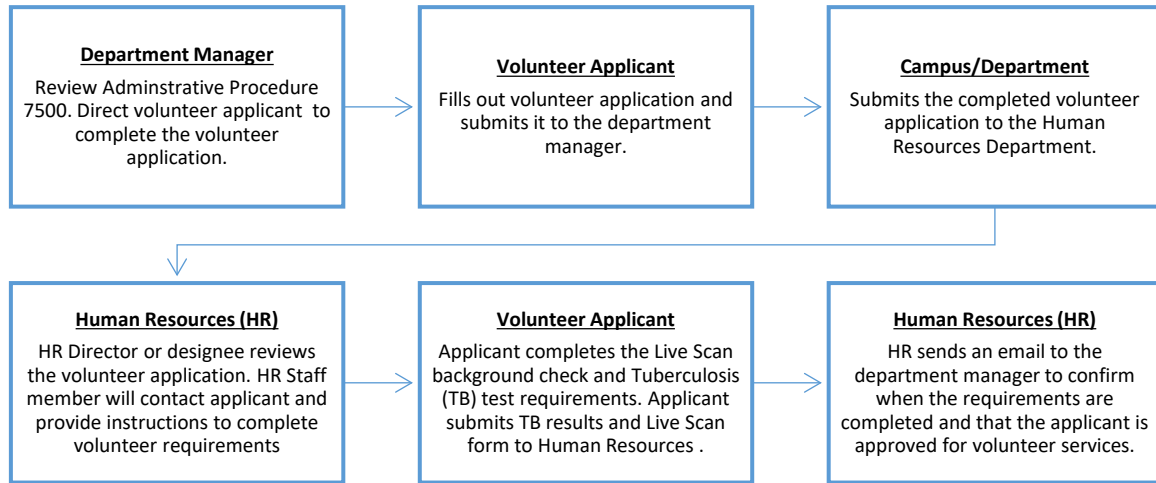# Volunteer Guide

Please carefully review the chart and guide to learn the process steps for requesting District volunteers.

Below is a chart of the full process for volunteers.

Department Manager	**Volunteer Applicant**	**Campus/Department**
Review Adminstrative Procedure 7500. Direct volunteer applicant to complete the volunteer application.	Fills out volunteer application and submits it to the department manager.	Submits the completed volunteer application to the Human Resources Department.

Human Resources (HR)	**Volunteer Applicant**	**Human Resources (HR)**
HR Director or designee reviews the volunteer application. HR Staff member will contact applicant and provide instructions to complete volunteer requirements	Applicant completes the Live Scan background check and Tuberculosis (TB) test requirements. Applicant submits TB results and Live Scan form to Human Resources .	HR sends an email to the department manager to confirm when the requirements are completed and that the applicant is approved for volunteer services.

What is the definition of a District volunteer?

Volunteers are individuals or groups of individuals who provide non-compensated services. Volunteers shall be pre-determined and managed in accordance with the law and District Policies and Administrative Procedures. As helpers, volunteers supplement, but not supplant the employment of regular classified District employees. Volunteers who serve for a day or less in an event such as "College clean-up Day" are not subject the completion of the Application for Volunteer Services.

Where can I find District policies about volunteers?

Board Policy 7500 and Administrative Procedure 7500 for volunteers are located on the PCCD Board of Trustees homepage.

https://web.peralta.edu/trustees/bps-aps/

<u>What documents are required to request a volunteer?</u>

The Application for Volunteer Services Form which is located on the HR Documents & Forms page.

https://web.peralta.edu/hr/hr-documents-forms/

<u>Are volunteers eligible to receive compensation or benefits?</u>

Volunteers serve without compensation. Volunteers shall not be entitled to defense and indemnity from the District. Volunteers are independent contractors and are not entitled to any of the rights and benefits of employment.

Volunteers are entitled to workers compensation benefits for injuries sustained while engaged in the performance of any approved volunteer service under the direction and control of the district.

<u>What happens after the Application for Volunteer Services is submitted to Human Resources?</u>

The Director of Human Resources or designated HR staff member reviews the application. Incomplete forms will be submitted back to the department or applicant for corrections. After the application review is completed, HR will contact the volunteer applicant and provide Live Scan and TB test instructions. This information is typically emailed to the applicant.

<u>Who is responsible for the cost of the Live Scan and TB test?</u>

The volunteer applicant bears the costs of these requirements.