Introduction

The purpose for the Volunteer Services Procedures are to provide uniform and consistent guidelines for engaging volunteers, reducing volunteer risk, and protecting the interests of NCSSM, its volunteers, and the community it serves. This procedure applies to all NCSSM volunteers and the departments who utilize their services.

Volunteer are defined as uncompensated individuals who perform services directly related to the business of NCSSM.

A. Guiding Principles

- NCSSM volunteers will be selected and placed without regard to race, sex, age, color, national origin, creed, religion, disability, sexual orientation, political affiliation, or veteran status.

- A background check must be completed on NCSSM volunteers before the first day of their volunteer assignment if they will have contact with students or minors.

- Volunteers:
  - are not covered by the Fair Labor Standards Act and are not considered employees for any purpose. They are therefore not eligible for compensation or any NCSSM benefits including the workers’ compensation program.
  - may not be utilized in ways that displace or replace regular employees in the performance of their normal duties.
  - who qualify as a volunteer are individuals who are willing to provide services according to these procedures.
  - Are covered under NCSSM’s liability protection if they are authorized to serve in that capacity by signing a completed Volunteer Agreement Letter.

B. Who May Volunteer:

Anyone, including retirees, alumni, or others may provide volunteer services to NCSSM with the following restrictions:

- Current NCSSM employees may not become an NCSSM volunteer in any capacity in which he or she is employed. They may, however, volunteer to participate in significant school-wide events (such as “Move-In Day”). In these special cases, for employees subject to overtime compensation, such volunteer service is not considered “hours for work” or recorded on the timesheet if the service performed is substantially different from the employee’s normal job duties, outside the employee’s department, and outside the employee’s normal work hours.
Exception: Current NCSSM employees subject to overtime compensation who offer their services to assist with duties related to Commencement should record any such hours worked on their timesheet and will be compensated accordingly.

- An individual under the age of eighteen must obtain parental/legal guardian consent to volunteer. Individuals under the age of fifteen may not become NCSSM volunteers.
- Non–U.S. citizens who do not possess valid work authorization are not eligible to volunteer.
- In compliance with N.C.G.S. 135-3(8)c, TSERS retirees may not serve as a volunteer within the first six months of retirement.

C. Prohibited Activities

1. Volunteers cannot replace employee positions or impair the employment of a position.

2. Volunteers are also prohibited from performing the following activities:
   - Operating heavy equipment, including vehicles
   - Working with stored energy (e.g. steam, electricity, hydraulics)
   - Activity considered inappropriate for any employee

D. Liability Coverage

Pursuant to Governor’s Executive Order No. 48, volunteers who are acting within the scope of their authorized activities on behalf of NCSSM are covered by the North Carolina Tort Claims Act and Defense of State Employees Act. This means that the State accepts legal responsibility for the volunteer’s authorized actions and, at the discretion of the North Carolina Attorney General, may agree to defend and indemnify the volunteer in the same manner as if the volunteer were an employee of the State of North Carolina.

E. Responsibilities

- Senior staff and deans are authorized to advertise NCSSM volunteer opportunities, and accept individuals to serve as volunteers in accordance with this procedure. All such opportunities and communications with interested individuals must clearly state they are volunteer opportunities.
- Volunteers are expected to abide by NCSSM policies and procedures and external regulations that govern their actions, including but not limited to those relating to ethical behavior, safety, confidentiality, computer use, financial responsibility, and drug use.

F. Procedures

- When selecting and engaging a volunteer, it is the department’s responsibility to be certain the individual has adequate experience, qualifications, and training for the task he or she will be required to perform.
- Departments or units wishing to engage a NCSSM volunteer must:

  1. Have the individual sign the Volunteer Service Letter that identifies the specific volunteer work prior to beginning their service. If the individual is under eighteen years of age, his or her legal guardian must also sign the Volunteer Services Letter. The department must confirm the
individual is at least eighteen years of age by reviewing appropriate proof of age presented by the volunteer.

2. The individual must complete a Background Check Release Form. The completed form is confidential and must be completed before the first day of the volunteer assignment.

3. Forward a copy of the completed and signed Volunteer Service Letter and the completed background check release form to Human Resources.

4. If the individual is a returning volunteer and the break in service is more than 31 days, all applicable forms must be completed once again.