



## NORTH CAROLINA SCHOOL OF SCIENCE AND MATHEMATICS

### VOLUNTEER SERVICES ON CAMPUS

#### 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.

Volunteers are defined as uncompensated individuals who perform services directly related to NCSSM business, programs, activity or event (including on campus, off campus, in person or virtual activity).

The sponsoring department who engages the services of a volunteer is responsible for ensuring all requirements for volunteers are followed and the volunteer is aware of all applicable NCSSM policies and procedures the volunteer is required to follow.

#### I. Guiding Principles

- A. 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.
- B. A volunteer who will work closely with, interact, supervise, instruct, or otherwise come into direct, non-incident contact (whether in person or virtual) with minors is subject to the NCSSM Protection of Minors Policy. In order to assume responsibility for minors (i.e. providing direct supervision for the care, custody or control of the minors):
  1. 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 without the direct presence of an NCSSM faculty or staff member.
  2. Volunteers must complete the training that is required by the NCSSM Protection of Minors Policy.
- C. Volunteers:
  1. 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.
  2. may not be utilized in ways that displace or replace regular employees in the performance of their normal duties.
  3. who qualify as a volunteer are individuals who are willing to provide services according to these procedures.

4. Are covered under NCSSM's liability protection if they are authorized to serve in that capacity by signing a completed Volunteer Agreement Letter.

## **II. Who May Volunteer:**

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

- A. 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.

- B. In accordance with the NCSSM Protection of Minors Policy, only cleared volunteers can assume responsibility for the minors. Volunteers who are not background checked should never be alone with or in charge of minors. They can help with the program but they must be within the line of sight of an adult who has been registered and meets the protection of minors requirements.
- C. 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.
- D. Non – U.S. citizens who do not possess valid work authorization are not eligible to volunteer.
- E. 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.

## **III. Prohibited Activities**

- A. Volunteers cannot replace employee positions or impair the employment of a position.
- B. Volunteers are also prohibited from performing the following activities:
  - a. Operating heavy equipment, including vehicles
  - a. Working with stored energy (e.g. steam, electricity, hydraulics)
  - b. Activity considered inappropriate for any employee
  - c. Drive students in their personal vehicles

## **IV. 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.

## V. Responsibilities

- A. 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.
- B. 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. Volunteers are expected to:
- Sign in and out at the Bryan desk and wear an ID badge while on campus
  - Dress appropriately
  - Show respect for NCSSM employees and students, be friendly and flexible
  - Should regard all information concerning students as confidential and only discuss student information (or share concerns regarding a student) with NCSSM employees
  - Should understand and follow NCSSM rules
  - Should sign the Volunteer Service Agreement and complete any required training
- C. Maintain Student Confidentiality. Disclosure of student information by a volunteer is a violation of the Family Educational Rights and Privacy Act (FERPA). This federal law prohibits the release of any student information without parent/guardian permission. Thus, volunteers are expected and required to keep all student information obtained while working as a volunteer confidential. Student information includes all academic, medical and personal information. During their volunteer activities, volunteers cannot take photos of students, other than their own children, and post them publicly without authorization from the school. Student work, like artwork or papers, is also protected by law and cannot be shared publicly without written permission. A student's progress or abilities should not be discussed in front of other students or shared with anyone other than the NCSSM employee the volunteer is assisting.
- D. Safe Interaction with Students. To protect both the student and volunteer, all interactions with students should be professional and focused on teaching and learning. Some important guidelines for volunteers to follow:
- Maintain appropriate physical boundaries at all times.
  - Do not touch or speak to a minor in a sexual or other inappropriate manner.
  - Avoid one-on-one interaction with minors, but if unavoidable, the interaction must take place in an open, well illuminated space with windows observable by other program staff, unless the one-on-one interaction is expressly authorized by the program administrator or is being undertaken by a health care provider.
  - Do not meet with students outside of established program locations or outside of established times. Any exceptions require written parental authorization and must include more than one authorized adult or program staff.
  - Do not invite students to a private location or accept their invitations for the same. Any exceptions require authorization by the program administrator and written authorization by a parent/guardian.
  - Do not engage in private communications with students including communications via text messaging, e-mail, phone, internet chat, on-line games, or other forms of social media unless there is an educational or programmatic purpose and the content of the communication is consistent with the mission of the program. However, should such communication be necessary, include an authorized program staff member.
  - Do not inflict any physical or emotional abuse to include, but not limited to, striking, humiliating, ridiculing, or degrading minors.

- Do not make sexual comments, tell sexual jokes, engage in romantic conversations, or allow students to access sexually explicit materials.
- Do not use, possess, or be under the influence of alcohol or illegal drugs at any time while working with students.
- Do not use profanity, vulgarity, or harassing language in the presence of students.
- Do not provide transportation to minors unless doing so is an acknowledged component of the program.
- Immediately report any reasonable suspicion or knowledge of abuse of a minor to the NCSSM Protection of Minors Coordinator (919-416-2910 or email POM@ncssm.edu). If an immediate intervention is necessary, contact the local police.

## VI. Procedures

- A. 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.
- B. Departments or units wishing to engage a NCSSM volunteer must:
  - a. Have the individual sign the [Volunteer Service Agreement](#) 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 Agreement](#). The department must confirm the individual is at least eighteen years of age by reviewing appropriate proof of age presented by the volunteer.
  - b. The department must submit the [Background Check Form](#) electronically to HR. Volunteer's cannot begin their assignment prior to HR confirming the background check is complete.
  - c. Forward a copy of the completed and signed Volunteer Service Letter and the completed background check release form to Human Resources.
  - d. 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.