# **Volunteer Agreement and Procedure**

* Please attach this completed Agreement to the Personnel Action Form (PAF) and submit both forms to HR for processing. A Volunteer Agreement must be completed for all volunteers and should include signatures for the volunteer’s supervisor and dean/director, and be sent to the Human Resources Office.
* Volunteers are not able to begin volunteering until HR has received the completed Agreement with all approvals in place, including the successful completion of a background check.

Employees of the College cannot volunteer to do the same work they are paid to do. Volunteers will not displace any full-time/permanent classified employee or perform work historically done by full-time/permanent classified employees. Volunteers serve at will, and either party may terminate their relationship with the College at any time. No promise of current employment, future employment or expectation of payments from the College shall be made or implied when an individual is accepted for volunteer service.

Supervisors will provide appropriate training, direction, and supervision to volunteers. They will ensure that the completed PAF and Volunteer Agreement is forwarded to the appropriate division dean or manager for signature and submitted to HR before any volunteer hours are performed.

# Timesheets

Volunteers and their supervisors must submit a timesheet in ctcLink of hours volunteered twice a month by the end of each pay period (15th & 30th of each month).

# Confidentiality

I understand that by the virtue of my assignment at South Puget Sound Community College, I may have access to records which contain individually identifiable information, the disclosure of which is prohibited by the Family Educational Rights and Privacy Act of 1974 (FERPA).

I agree to maintain the confidentiality of all information with which I come in contact as a volunteer at the college. I will not share information pertaining to student academic, financial, or disciplinary actions with anyone other than current college staff/faculty that have a legitimate educational interest. HIPAA & PII: You may be exposed to, because of your job duties, or inadvertently, to personally identifiable information (PII) or Electronic Personal Health Information (ePHI) about employees or students.  It is the responsibility of every volunteer to honor the confidentiality of that information and report any inappropriately exposed personal information.

I acknowledge that I fully understand that the intentional disclosure by me of this information to any unauthorized person could subject me to criminal and civil penalties imposed by law. I further acknowledge that such willful or unauthorized disclosure also violates the standards of South Puget Sound Community College and could constitute termination of my volunteer assignment regardless of whether criminal or civil penalties are initiated.

# Sexual Harassment, Harassment and Nondiscrimination

The College does not tolerate any behaviors that create a hostile work or learning environment. Employees and volunteers faced with sexual harassment or other discriminatory actions should bring the situation to the immediate attention of their supervisor and the Human Resources Office located in Building 25-220 or by calling 360-596-5361.

# Information Technology

Volunteers given access to information technology resources in order to perform the duties of their assignment should receive training on information technology policies and procedures.

# **All fields below are required, please type or print clearly:**

|  |  |
| --- | --- |
| Name:       | S.S.N:       Date of Birth:       |
| Address:      City:      State, Zip:       | Phone (day):        |
| Phone (evening):       |
| Student: Yes\_\_\_\_\_ No\_\_\_\_\_ |
| Email:       |
| Emergency Contact:      Relationship:       | Phone:       |

I understand and agree that I am volunteering my services to South Puget Sound Community College. I understand that I am not an employee of the College when performing Volunteer services. I have no expectation of payment for services rendered under this agreement. I understand that if I am a current college employee that I cannot volunteer in that same capacity.

*I agree to, and understand the terms of my volunteer service and will abide by the college rules and procedures. I have received a copy of this agreement.*

|  |  |
| --- | --- |
| Volunteer Signature:  | Date:       |
| Immediate Supervisor Signature: | Date:       |
| Division Dean/Director/Manager Signature | Date:       |

# Condition of Service

A comprehensive background check will be conducted on all volunteers; any adverse information will be considered on a case-by-case basis and does not automatically preclude a candidate from volunteering. Applicants will be notified if there is any adverse information collected from the background check.

SPSCC is an Equal Opportunity Employer
South Puget Sound Community College (SPSCC) is an equal opportunity employer. We strive to create a working environment that includes and respects cultural, racial, ethnic, sexual orientations, and gender identity diversity. This includes women, racial and ethnic minorities, persons with disabilities, persons over age 40, disabled and Vietnam era veterans, and people of all sexual orientations and gender identities. The College complies with the Americans with Disabilities Act. The College is committed to enhancing the diversity of our faculty and staff, as well as our student population. SPSCC is a drug-free workplace.

Revised 10.25.22\_PERS\_Volunteers