

**SOUTH PUGET SOUND COMMUNITY COLLEGE
VOLUNTEER AGREEMENT**

I, _____, understand and agree that I am volunteering services to South Puget Sound Community College. I understand that I am not an employee of South Puget Sound Community College when performing volunteer services. I also have no expectation of payment for services rendered under this agreement. I have received the Procedures for Non-employee Volunteer Service, as well as the attachments mentioned in paragraph 8 (eight) of that document.

Volunteer Signature/Date

VOLUNTEER WORKER INFORMATION

Volunteer's Name: _____ Social Security Number: _____

Address: _____ Telephone: _____

City: _____ State: _____ Zip _____

Department: _____ Start Date: _____

Position: _____

Work Schedule: _____

Supervisor's Name and Telephone: _____

Budget Account Number: _____ Ending Date: _____

****For Medical Aid/Industrial Ins.**

Emergency Contact/Phone/Relationship: _____

Supervisor's Signature: _____ Date: _____

Division Dean's Signature: _____ Date: _____

****Attach a position description or provide a summary of the duties and responsibilities the volunteer worker will perform.**

PROCEDURE FOR NON-EMPLOYEE VOLUNTEER SERVICE

The purpose of this procedure is to clarify the role of volunteers at South Puget Sound Community College and to establish appropriate guidelines for administering volunteer efforts.

When volunteers are recruited or request permission to work on campus, the following procedures and policies apply.

1. A summary of work (resume) and/or educational background will be submitted to the college by the volunteer. Volunteers will be interviewed to determine whether the appropriate skills, abilities and/or training can be demonstrated. The college has the right to accept or reject a volunteer. If rejected, no reason need be given and no further action is required.
2. Volunteers serve at the will of the college and their relationship with the college may be terminated by either party without cause being identified. 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.
3. Volunteers will be covered by the college for medical aid/industrial insurance. The internal budget of the area in which the volunteer works will fund this industrial insurance.
4. Supervisors will provide appropriate training and direction to volunteers. They will ensure that the work and/or educational background summary and the Volunteer Agreement Form are forwarded to the appropriate Division Dean for signature before any volunteer hours are performed.
5. Volunteers and their supervisors must submit a timesheet of hours volunteered to the payroll office at the end of each pay period. This timesheet must contain a budget code for the charging of Industrial Insurance. The timesheet log of hours must be signed by the volunteer and his/her supervisor. The completed timesheets will be kept on file in the Human Resources Office.
6. Volunteers will not displace any classified employees.
7. Supervisors will review the College Handbook and all relevant College policies with volunteers. Volunteers are required to adhere to the Ethics Laws of the State of Washington. If the volunteer has any questions regarding policy or the Ethics Law, he/she will be expected to ask his/her supervisor or the Chief Human Resources Officer for clarification.
8. The college is committed to maintaining an environment for teaching and learning free of harassment, drugs and alcohol (see attached policies), comments and unwelcome sexual advances. Volunteers will adhere to these policies while volunteering at the college.
9. The college shall provide equal opportunities for volunteers regardless of sex, race, marital status, creed, age, national origin, sexual orientation, and the presence of any sensory, mental or physical disability, veteran status, or religious preference.

**SOUTH PUGET SOUND COMMUNITY COLLEGE
COMMUNITY COLLEGE DISTRICT 24**

BOARD BYLAWS AND POLICIES

CHAPTER 3: PERSONNEL POLICIES 3.2

- III. Harassment Policy** It is the policy of the college that harassment is unacceptable conduct and will not be tolerated. Anyone who violates this policy is subject to the normal administration of disciplinary procedures. The college is committed to communicating this policy to all staff and students, and to investigating and resolving promptly any complaints of harassment. It is not the intent of the college to regulate the social interaction and personal relationships freely entered into by staff members.

In accordance with Title VI, Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972, and RCW 49.60.010,

SEXUAL HARASSMENT is defined as:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is explicitly or implicitly made either a term or condition of an individual's employment, a grade in a course, program or activity;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

DISCRIMINATORY HARASSMENT is defined as:

Any verbal or physical conduct that denigrates or shows hostility or aversion toward an individual; or is directed at an individual because of their race, color, religion, national origin, sexual orientation, age, veteran status, or disability, when:

1. Such conduct has the purpose or effect of unreasonably interfering with the individual's work or educational performance.
2. Such conduct creates or has the intention of creating an intimidating, hostile, or offensive working and/or learning environment; or
3. Such conduct unreasonably interferes with the individual's ability to participate in or benefit from an educational program or activity.