Volunteers

For purposes of this policy, a volunteer is an individual who performs a service of her/his own free will without monetary compensation or cost to the College, and is not coerced or pressured in any way to volunteer. Volunteers derive benefits from their service, including learning new skills, enhancing career opportunities and making professional and social contacts. WATC may offer to reimburse volunteers for expenses such as travel, or reward the volunteer with an appreciation event. Volunteers are accepted based on the needs of the College at any given time.

General Guidelines:
Volunteers for one-time, short term assignments, such as students or groups assembling Easter baskets or helping with a specific event, will not be subject to these guidelines. There must, however, be one point of contact within the College to coordinate volunteers in such activity.

All volunteer requests must be made in writing using a WATC volunteer application form. The application form is to be submitted through Human Resources, and an interview completed before anyone can be appointed as a volunteer at WATC. Qualified volunteers will be screened utilizing the same standards as the employees of WATC, including contacting references, and performing a background check. All volunteers will be required to sign a confidentiality statement. The College’s non-discrimination policy will apply to the recruitment and selection of volunteers.

Volunteers will be recruited for specific events utilizing WATC email and employee or student word of mouth. Generally, long term volunteers will be recruited using these methods in addition to advertisements on the WATC website, distribution of flyers, or through staff participation at community events.

Each volunteer shall have a specific paid staff member to whom he or she reports and with who to discuss work related problems. WATC volunteers are expected to comply with all applicable laws and WATC rules and policies, as well as comply with the rules and policies of the specific department for which they are volunteering. It is the responsibility of the individual department to ensure that volunteers are aware of the department’s rules and policies and comply with them. Volunteers are responsible for maintaining the confidentiality of all proprietary or privileged information which they may be exposed to while serving as a volunteer.
Volunteers will not be issued departmental keys or proximity badges, but will be issued an I.D. badge identifying them as a Volunteer. I.D. badges are to be worn by volunteers at all times while performing service for WATC.

Volunteers may be removed from their appointment by the supervisor for any reason. A volunteer appointed for work on a special project will discontinue service when that project is completed or terminated, unless other arrangements have been made.

Whenever possible, WATC will make an effort to reassign a volunteer, if desired. However, if no other mutually suitable volunteer position exists at the time, the volunteer will be asked to discontinue service and his or her application will be kept on file for one year, subject to review should a suitable position become available during that time.

Volunteer Records
Human Resources will maintain records of volunteers, dates of services, and services performed, and will issue letters describing the volunteer service at the time a volunteer starts their service. These records (volunteer letter, name, dates of service and services performed) will be maintained for a minimum of three years after their volunteer service ends.

Who is eligible to Volunteer at WATC?
US citizens and non-citizens allowed to permanently reside in the U.S. over the age of 18 who are not WATC employees have no restrictions on their volunteer efforts.

Current WATC employees who are volunteering for activities which are not the same type of services for which the individual is already employed at WATC are eligible to volunteer. WATC non-exempt staff can volunteer for service that is completely unrelated to their ordinary work.

Volunteer Liability coverage:
WATC provides only general liability insurance coverage for volunteers acting within the course of their duties. Although WATC is obligated to provide a safe working environment for volunteers and adheres to the same standards it has for its employees, volunteers are not covered by worker’s compensation insurance benefits.

Wage & Hour Compliance:
Under the Fair Labor Standards Act (FLSA), all non-exempt employees must receive minimum wage for every hour worked and time and a half for every hours over 40 worked in a week. There is an exception to this rule for volunteers of a public employer. The exception is applicable as long as:

- The individual receives no compensation for his/her service or is paid only expenses, reasonable benefits, or a nominal fee to perform the services for which he/she volunteered.
- The individual is not coerced or pressured in any way into volunteering the services, and
- If already employed by WATC in a non-exempt position, the volunteer services are not the same type of services which the individual is employed to perform for WATC.
Interns:

WATC offers internships in an effort to provide college-level students the opportunity to apply traditional academic classroom learning to actual work experience. The College provides for both paid and unpaid internships. Interns will not be used to supplant or replace existing WATC positions.

General Guidelines:
The employment process for hiring college interns is the same as the process for hiring regular status employees. Human Resources will coordinate interviews and collaborate with Deans/Directors to fill intern opportunities. The College’s non-discrimination policy will apply to the recruitment and selection of interns. Records on interns will be maintained in Human Resources.

Each intern shall have a specific paid staff member to whom he or she reports and with who to discuss work related problems. WATC interns are expected to comply with all applicable laws and WATC rules and policies, as well as comply with the rules and policies of the specific department for which they are volunteering. It is the responsibility of the individual department to ensure that interns are aware of the department’s rules and policies and comply with them. Interns are responsible for maintaining the confidentiality of all proprietary or privileged information which they may be exposed to while serving as an intern.

Interns may be issued departmental keys and proximity badges as needed, based on their assignment.

Students working as unpaid student interns may receive school credit or required work experience for their internship. These students earn only units of credit authorized and conferred by the school of attendance.

A department’s ability to use paid student interns will be determined by available budgets.

The length of the student internship will vary based on assignment and the College’s needs. However, paid student interns who no longer meet the eligibility requirements for a paid student internship, will not be allowed to remain as a paid student intern for a period of longer than six months. The six-month time period may be extended with President approval.

All interns must:
- Be enrolled in college level coursework to qualify.
- Have a current cumulative GPA of at least 2.5 (verified by providing copy of last grade report).
- Demonstrate strong verbal and written communication skills.
- Have strong initiative and the ability to work independently.
- Meet Department/Division specified qualifications.

Orientation and Training:
Prior to beginning an intern assignment, all student interns will be required to complete New Employee Orientation and complete required paperwork with Human Resources staff.

Performance:
Interns may be removed from their assignment by the supervisor for any reason; however, every attempt will be made to communicate performance deficiencies to the student and to the Student Internship Coordinator at the college the student is attending to allow an opportunity to improve.

If receiving school credit for the internship, all student interns will receive a performance evaluation utilizing a form or format provided by the college the student is attending. WATC will not provide letters of recommendation but will instead encourage students to use evaluations for employment purposes.