

**VOLUNTEER POLICY**

**Policy Number:** 411

**Categorized:** [Human Resources](#)

**Responsible Office:** Human Resources

**Subject:** Guidelines for screening and employing volunteers

**Related Policies:**

**Procedures:** [411P](#)

**Additional Information:**

**Effective Date:** 06/26/2018

**Last Reviewed Date:** 06/13/2020

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**1. Scope**

This policy applies to all members of the NOVA community, including faculty, staff, students, and third parties who act as volunteers or who engage volunteers on behalf of the College with the following exception:

This policy does not apply to NOVA College Board members and individuals serving on committees, task forces, advisory panels, and academic related committees, which are not considered volunteering for the purpose of these guidelines. Additionally, these guidelines do not apply to persons contracted to provide services for the College.

**2. Policy Statement**

It is the policy of Northern Virginia Community College to provide and support opportunities for volunteers as business needs permit and/or allow. Volunteer services are generally limited to humanitarian or public services. The College does not intend for volunteers to perform or displace work that is presently being performed by College employees. Volunteer arrangements may not be used to circumvent the established processes that govern standard College-authorized hires. Supervisors may not engage regular service volunteers or student interns until they have received approval from Human Resources.

College volunteers do not have an employment relationship with the College on any grounds or for any reason and are not covered by the Fair Labor Standards Act or Virginia wage laws, and are not eligible for any College benefit, including Workers' Compensation. The College has the discretion to select volunteers and determine the length of volunteer service.

Payment for volunteer services is not permitted under any circumstance. Any fees, gifts or perks given to the volunteer by the College must not be used as a substitute for compensation and cannot be linked to productivity.

### **3. Definitions**

Supervisor: The College faculty or staff member responsible for supervising the volunteer.

Volunteer - Any person who, of his/her own free will, provides services without any financial compensation, to the College.

### **4. Procedures**

See [411P](#).

### **5. Authority**

[State Government Volunteers Act, Code of Virginia §2.2-3600, et. seq.](#)