

**Approved By:** President

**Date Approved:** not available

**Effective Date:** not available

1. **Summary:** This policy establishes guidelines for volunteer activity on behalf of the College.
2. **Rationale:** This policy is necessary to ensure appropriate rights and responsibilities for volunteers.
3. **Entities Affected:** volunteers

4. **Definitions:**

*volunteer:* a person who performs services for the College without remuneration

5. **Policy:**

It is the privilege of Criswell College to benefit frequently from the labor of volunteers who share in the vision and ministry of our school. While such volunteers are not "employees" of the College, certain guidelines are appropriate.

- Volunteer activity must be under the direct supervision of a Criswell College employee. It is the responsibility of the supervisor to define and direct their work in a way that optimizes the volunteer's time and effort.
- Because volunteers will differ in age, physical condition, and ability, supervisors should ensure that work assignments are appropriate. The safety and health of those who work on the campus is a high priority, and supervisors should not assign work that could put the volunteer at risk. Neither will work be assigned that is clearly beyond the ability of the volunteer under normal levels of supervision.
- In general, volunteers must adhere to the same behavioral policies that regular employees must observe (conflict of interest, harassment, substance abuse, and dress code). Behavior not consistent with these policies should be reported to the Chief of Staff.

6. **Procedure:**

- a. **Implementation:** not applicable
- b. **Responsibility for Compliance:** Chief Financial Officer
- c. **Notification:** This policy will be posted on the College's website and will be published in its entirety or in summary in the College's *Employee Handbook*.
- d. **Policy Review:** This policy will be regularly reviewed according to the College's policy review procedure.

For the Office of the President only:

Policy version: 1.0

Policy number: 2.047

Related policies:

Policy History

Version 1.0

Not Available