

CCS Administrative Procedure

2.00.01-J Volunteers and Student Interns

Implementing Board Policy [2.00.01](#)
Contact: Chief Financial Officer, 434-5275

1.0 Purpose

Community Colleges of Spokane (CCS) relies on volunteers and student interns to carry out its mission. In support of this effort, this procedure establishes guidelines for volunteers and student interns and sets standards to establish an effective system for registering volunteers, reporting volunteer hours, and reimbursing volunteers for CCS related work.

2.0 Limitations and Requirements

Volunteers and student interns must be registered with CCS prior to the performance of any service. CCS will provide worker's compensation coverage for volunteers and student interns working in a CCS authorized program or activity.

CCS as the employer pays the entire worker's compensation/industrial insurance premium on behalf of the volunteer. The volunteer/student intern must work in a designated CCS workplace for coverage.

- 2.1 The premium for volunteer coverage is set by the Department of Labor and Industries and is less than the premium for regular employees.
- 2.2 Exclusions – An individual participating in or contributing to a CCS sponsored activity as a guest or advisory committee member is not covered by these procedures, and is therefore excluded from the reporting and registration requirements provided herein.
- 2.3 Currently enrolled CCS students participating as unpaid interns are excluded from this procedure.
- 2.4 Volunteer/student intern agreements expire annually, on June 30.
- 2.5 Definitions
- 2.6 "Volunteer/student intern/person of interest" shall mean a person who performs any assigned or authorized duties for CCS, brought out by one's own free choice, and receives no wages for his/her volunteer service, see definitions below.
 - 2.6.1 Use of volunteers shall be consistent with applicable collective bargaining agreements. As such, volunteers and student interns shall only supplement and not supplant or displace bargaining unit employees.
 - 2.6.2 CCS students not currently enrolled for present term are treated as volunteers.
- 2.7 "Volunteer" is a person who donates labor to another, by his or her own free choice. Generally, the volunteer does not receive anything of value in exchange for the service, not money, trade of products or services, or anything of monetary value.
- 2.8 "Student Intern" is a student from another higher education institution performing tasks to acquire/apply knowledge, who may be paid or unpaid.
 - 2.8.1 "Paid Interns" A stipend amount as reimbursement for performing assigned duties.
 - 2.8.2 "Unpaid Interns" Working for credit toward completing a school program certification or degree, in return for services.

- 2.9 “Person of Interest” is an individual who is paid by a third party and on loan to CCS or an individual who represents an organization/entity that CCS collaborates with and is needed for exempt performance appraisal system (EPAS).
- 2.10 “Registered volunteer” shall mean a person who is authorized to perform in a volunteer capacity for CCS. Authorization must be obtained in advance of the volunteer activity.
- 2.11 “Guest.” An invited person contributing to or participating in a CCS sponsored activity three or fewer times per quarter.
- 2.12 “Advisory committee member.” An official member of a college approved advisory committee is not considered a volunteer and is not covered by these procedures.

3.0 Responsibilities and Authorities

- 3.1 A Volunteer/Student Internship Agreement, Background Check Authorization/Request, and Confidentiality Policy Acknowledgement (forms available on CCSnet) must be completed by the volunteer, approved by a dean or administrator, and attached to the completed Employment Action Notice (EAN) before volunteer activities may begin.
 - 3.1.1 EAN for renewing volunteer is “OTHER” with statement volunteer renewal for academic year, xxxx/xxxx.
 - 3.1.2 If renewing existing volunteer, select “Volunteer” by last name from “Employee” section.
 - 3.1.3 Include the full departmental budget number, including operating unit, fund, class and department ID (e.g., 7170-101-082-35924).
- 3.2 A background check is required for each new volunteer. The employing department pays the cost of the background check.
 - 3.2.1 The Human Resources office will review the background check information and consult with the volunteer’s supervisor if there are concerns. After this consultation, the supervisor is responsible for making the determination whether the volunteer is ineligible based on the background information.
 - 3.2.2 The supervisor is responsible for notifying the volunteer of his/her ineligibility for the volunteer assignment.
- 3.3 Volunteer agreements will be retained in the Human Resources office and considered “current” from the date received until June 30, of each year.
 - 3.3.1 For volunteers who will continue their activities beyond June 30, the dean or administrator must submit an EAN specifying that the volunteer is renewing or continuing their activities.
 - 3.3.2 A new volunteer/student intern agreement, background check authorization and confidentiality acknowledgement are not required for continuing volunteers.
- 3.4 Volunteers may receive reimbursement for actual expenses incurred in the performance of assigned or authorized duties consistent with CCS procedures, using CCS Travel Authorization (TA) or Expense Reports, as appropriate. Examples include reimbursement for travel, vicinity mileage, and incidental business related expenses.
 - 3.4.1 The volunteer’s taxpayer identification number (SSN) and birthdate are required for the background check form. The volunteer must be at least 18 years of age.
 - 3.4.2 For vicinity mileage purposes, the volunteer’s supervisor must designate the “official station” for each volunteer prior to authorizing the volunteer to use a personally owned vehicle for CCS business. The “official station” is determined by the needs of CCS and is either the volunteer’s personal residence or a designated CCS workplace. Actual documented mileage traveled per trip from

the volunteer's designated "official station" to the assigned worksite/location is considered reimbursable mileage. If seeking expense reimbursement, a W-9 must be completed by volunteer.

4.0 Time Reporting

Authorized volunteers must complete a semi-monthly time sheet of volunteer hours worked. The volunteer should use the ctcLink automated time reporting system to report hours.

- 4.1 The volunteer will receive a Employee Identification Number (Empl ID) upon registration with the Human Resources office (section 4.1, above).
- 4.2 The Empl ID and password are used to access ctcLink.
 - 4.2.1 The volunteer must report hours and the supervisor must approve the submitted time report semi-monthly.
 - 4.2.2 Questions regarding ctcLink timesheet submittal, should be directed to the Payroll office, 434-5291.

5.0 External Reporting

The Payroll office will report total CCS volunteer hours worked on the quarterly return to the Department of Labor and Industries. The premiums associated with the hours worked will be charged to the assigned budget number of the volunteer.

6.0 Staff Contacts

- 6.1 Director of Accounting, 434-5285
- 6.2 Director of Human Resources Information Services, 434-5032
- 6.3 Payroll Supervisor, 434-5291

7.0 Related Information

- 7.1 [Employment Action Notice](#)
- 7.2 [Background Check Authorization](#)
- 7.3 Volunteer/Student Intern Agreement, [CCS 2152](#)
- 7.4 Confidentiality Policy Acknowledgement, [CCS 2151](#)
- 7.5 ctcLink (Empl ID and password required for access)
- 7.6 [IRS Form W9](#), Request for Taxpayer Identification Number