



Administrative Policy

Policy Title:	Volunteer Policy		
Policy Category:	Operational Policies		
Related Procedure(s)/ Guideline(s):			
Policy Owner:	Chief Human Resources Officer		
Date Approved:	6/18/24		
Review Dates:		Revision Dates:	
Policy Scope:	<p>This policy applies to a person, who is not otherwise currently affiliated with Southwest Tech as a member of the College Board of Directors, SWTC Foundation Board, REF Board, faculty, staff, or student body. This policy is intended to establish uniform procedures for engaging volunteers at SWTC.</p>		
Policy Statement:	<p>Southwest Wisconsin Technical College (Southwest Tech or the College) recognizes the value of volunteers in furthering the College's vision and mission. This policy outlines the relationship between volunteers and Southwest Tech and is meant to define the relationship between the College and volunteer, reduce risk, and protect the interests of Southwest Tech, its volunteers, and the community it serves.</p> <p>Volunteers are individuals, directed by a college employee, who offer their time, skills, and expertise without expectation or receipt of financial compensation, benefits or other material consideration to support the mission and objectives of the College. Volunteers must be at least 18 years of age.</p> <p>All prospective volunteers must complete a volunteer application. Prospective volunteers may undergo a screening process, which may include background checks, interviews, and reference checks, depending on the nature of the volunteer role. Volunteers may not provide any volunteer services until their application is approved.</p> <p>Volunteer opportunities may include, but are not limited to:</p>		

- Academic support
- Administrative assistance
- Event coordination
- Mentoring
- Special projects

The following individuals in the examples noted below are not considered College employees or volunteers per this policy:

- A speaker who lends expertise on a one-time or limited basis.
- Members of a search committee or alumni board or advisory committee boards
- Current students who volunteer as a part of campus activities.
- Individuals associated or affiliated with any individual or entity which rents or otherwise uses space, facilities, or services from the College.

Volunteer roles, responsibilities, and expectations will be clearly defined by the department overseeing the volunteer program.

General Terms for All Volunteers

- Volunteers are expected to adhere to the policies, procedures, and values of Southwest Tech and must maintain confidentiality and respect the privacy of students, faculty, staff, and other volunteers.
- Volunteers may be required to complete compliance training requirements. Such requirements will be determined by the volunteer's role.
- Volunteers are expected to fulfill their commitments and responsibilities in a timely and professional manner.
- Volunteers should communicate openly and promptly with their supervisors regarding their availability, concerns, and progress.
- Volunteers will be supervised by designated staff or faculty members who will provide guidance, support, and feedback as needed.
- Volunteers will receive training and resources necessary to perform their duties effectively and safely.
- Volunteers are expected to conduct themselves in a manner that upholds and protects the reputation and integrity of Southwest Tech. Discrimination, harassment,

or any form of misconduct will not be tolerated from volunteers.

- Volunteers must comply with all applicable laws, regulations, and College policies.
- Volunteers are expected to prioritize their safety and the safety of others while performing their volunteer duties. The College will provide necessary guidance, resources, and insurance coverage to mitigate risks associated with volunteer activities.
- Volunteers must disclose any potential conflicts of interest that may arise from their volunteer activities. Volunteers should refrain from engaging in activities that may compromise their objectivity or integrity.
- Volunteers are not considered employees of Southwest Tech, nor are they covered by the Fair Labor Standards Act or other state and federal employment laws. Volunteers are not eligible for wages, employee benefits, workers' compensation, or unemployment benefits.

Prohibited Activities

Southwest Tech volunteers may not:

- Replace or displace College employees or impair the employment opportunities for others seeking college positions,
- Operate heavy equipment (for example, earth moving equipment, loaders, excavators, etc., or any equipment that requires special licensing, training or certification),
- Participate in any activity considered inappropriate if performed by any College employee,
- Enter into any contract on behalf of the College or commit the resources of the College, and
- Represent themselves as anything other than a College volunteer.

Southwest Tech reserves the right to terminate the engagement of volunteers for any reason, including but not limited to misconduct, violation of policies, or changes in program needs. Volunteers also have the right to discontinue their volunteer services at any time, with appropriate notice to their volunteer supervisor.