

# CLATSOP COMMUNITY COLLEGE

## OFFICE OF HUMAN RESOURCES

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### Memorandum

**To:** Supervisors Using Volunteers

**From:** Human Resources

**Subject:** Volunteers

People who voluntarily contribute their time and talents to the improvement and enrichment of College programs are valuable assets. Both the College and you, as a supervisor, also have an obligation to the volunteer

Part of our responsibility to volunteers is to provide Worker's Compensation coverage for any workplace injuries that occur while the volunteer is engaged in assigned College related activities. To be sure that your volunteer is covered by Worker's Compensation, you and the volunteer MUST complete the attached Volunteer Services Agreement for each different volunteer position and each different timeframe the volunteer works.

Volunteers who have not signed the Volunteer Services Agreement, may mistakenly believe they are in paid status. This form clarifies that the volunteer is agreeing to work without pay.

State and Federal laws require that the College pay employees for the work they perform. Consequently, these laws specify that the College cannot expect an employee who is normally paid for a certain kind of work to also volunteer to perform that kind of work. Employees cannot waive their protection under this body of law.

Please let the Office of Human Resources know if you have any questions or concerns about volunteers.