VOLUNTEER GUIDELINES

The Fair Labor Standards Act allows people to volunteer for public agencies for civic, charitable or humanitarian reasons, without promise, expectation or receipt of compensation for services rendered. (29 CFR 553.104 – Private individuals who volunteer services to public agencies.) However, college employees may not volunteer for the college unless they are considered “bona fide volunteers.”

What is a Volunteer?

1. An employee is a bona fide volunteer if:
   a. The employee’s services are offered freely and without pressure or coercion, direct or implied, from the employer, and
   b. The employee does not perform the same type of services as his/her regular job (29 CFR 553.103 – “Same type of services” defined)

A question to ask when considering whether an employee is a bona fide volunteer is whether the employee could choose not to show up to perform the volunteer duties or at any time could quit performing the duties he/she is volunteering to perform without negative impact on his/her employment.

What are the limits on the type of work a Volunteer can perform?

2) Employees cannot volunteer to perform their regular work duties off the clock and without compensation. (29 U.S.C. § 203(e)(4)(A)) Even if employees offer to do the work on their own time, the employer must still pay them. Employees cannot waive the requirements of the FLSA.

3) Volunteers may not be used to perform bargaining unit work. (CBA Article 26).

What paperwork should be filled out in order to Volunteer?

4) All volunteers must fill out a Volunteer Application with the Foundation Office. For additional information, email volunteer@greenriver.edu

For additional clarification and concerns, please contact the Office of Human Resources at HR@greenriver.edu or ext. 3320.