



IMPERIAL VALLEY COLLEGE

380 E. Aten Rd./P.O. Box 158
Imperial, CA 92251

EMPLOYEE VOLUNTEER SERVICE REQUEST FORM AND AGREEMENT

This Agreement identifies conditions and provides information important to your volunteer service at Imperial Valley College (IVC). We want you to be aware of this information and the conditions and expectations involved while performing your volunteer work.

1. You will be serving in an unpaid volunteer capacity and will not be receiving any monetary or other form of compensation (e.g. comp time) from IVC for the duration of your volunteer service.
2. Volunteer time should not conflict with the peak work schedule, other work related responsibilities, create need for overtime, or cause conflicts with other employees' schedules. All scheduling issues must be first approved by your designated supervisor.
3. Time away from work for volunteering purposes may occur during lunchtime, before work, after work, or on the weekends depending upon the type of volunteer program the employee is involved in. Employees may elect to request accrued time off (e.g. vacation comp., or PN time) during their scheduled work day to volunteer.
4. You are required to comply with all policies and statutes, although you are serving in an unpaid volunteer status.
5. All volunteer service must be pre-approved by your immediate supervisor,
6. An employee working on an approved volunteer capacity shall be covered by worker's compensation.
7. The College reserves the right to terminate this volunteer agreement for any reason or no reason at all, except as precluded by the law.

Anticipated beginning date: _____ Anticipated ending date: _____

Program: _____

Duties: _____

Your signature acknowledges that you have read, understood and agreed to these conditions and expectations. We thank you for your support to Imperial Valley College.

Volunteer's Name (Printed)

Volunteer's signature

Date

Department

Emergency Contact (Name and Phone Number)

Area Administrator

Date

☐ Volunteer Assignment Approved

☐ Volunteer Assignment Denied

ROUTING: Original to Human Resources
 1 copy to Department issuing the Agreement