

*Adopted: November 2019*

*Revised: November 2021*

## **325 VOLUNTARY EMPLOYMENT POLICY**

**Personnel Policy providing for the occasional employment of nonexempt employees for the supervision and management of extracurricular functions.**

### **PURPOSE**

The purpose of this policy is to provide coverage and supervision of student extracurricular activities in the School District on an as-needed basis by the use of occasional volunteers who are otherwise employed by the School District involving different duties.

The Collective bargaining agreement between the School District and its teaching employees provides a number of stipends for the supervision and coordination of extracurricular activities in the School District which occur primarily in the late afternoon or evening.

Teachers regularly fulfil many of the needs of such supervision and coordination but, on a regular basis, additional volunteers are needed to cover such activities.

Other School District employees from other nonexempt groups of employees frequently find it rewarding for civic, charitable or community service reasons to volunteer for such activities with nominal compensation for the services rendered.

The School District finds such participation to be beneficial to the volunteer, the students, and the community and wishes to accommodate such volunteer activities, but at the same time needs to ensure that such practice does not violate or spirit of state federal wage and hour laws.

### **PROCEDURES**

Accordingly, the School District, by this policy provides that such volunteer nonexempt personnel may be utilized by the school District for the occasional supervision and coordination of extracurricular activities and those who choose to voluntarily participate will be compensated on the same stipend basis as is provided in the collective bargaining agreement between the School District and the teachers' group.

Such nonexempt employees are to participate on a voluntary basis only, and the School District will not directly or indirectly pressure or coerce nonexempt employees to participate in such activities against their will.

### **ANNUAL ACKNOWLEDGEMENT**

At least annually, the School District will require participating nonexempt employees to sign a statement acknowledging that they are volunteering for such activities, consistent with the provisions of the policy.



## VOLUNTEER STATEMENT

I acknowledge receiving a copy of the policy 325- Voluntary Employment Policy Providing for the Occasional Employment of Nonexempt Employees for the Supervision and Management of Extracurricular Functions. By signing this form, I acknowledge that I am volunteering for such activities, consistent with the provisions of this policy.

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Serving the communities of:  
Howard Lake, Waverly, and Winsted

