



# VOLUNTEER AGREEMENT

CURRENT NVC EMPLOYEE

- This form must be completed for all employees with volunteer assignments.
- Volunteer assignments may not begin before approval by the Board of Trustees (BOT) and Associate Vice President, Human Resources, Training and Development (OHRTD).
- Volunteer hours must be outside of the employee's regular work schedule and work done cannot be within the job description of the employee's regular paid assignment.
- Volunteer Agreement form must be submitted to the OHRTD at least **fourteen days** before the BOT meeting.
- Once approved, a copy of the agreement indicating the BOT approval date will be distributed to the supervisor of the volunteer assignment, supervisor of the regular assignment, and volunteer. The volunteer may begin the assignment after that date.
- Employees and volunteers are required to provide proof of COVID-19 vaccination or have an approved exemption.

**VOLUNTEER NAME:**    
Legal Last Name Required Legal First Name

**START DATE:**  **END DATE:**  **MAX # OF HOURS PER WEEK:**   
(after BOT approval)

**DEPARTMENT EMPLOYED IN:**   Classified  Admin/Conf  Faculty  Temp Hourly

**VOLUNTEER JOB TITLE:**  **DEPARTMENT:**

**ADMINISTRATIVE SUPERVISOR OF VOLUNTEER ASSIGNMENT:**

**LIST OF VOLUNTEER DUTIES:**



By signing below, you are agreeing to volunteer at Napa Valley College without promise or expectation of being paid. You understand that Napa Valley College will provide workers' compensation insurance for your volunteer activities. Therefore, you will assume liability for any loss, damage, injury, and/or all claims of action incurred during such activity in which you assist, except for those covered by workers' compensation. If you are injured while assisting the college, **BOTH** the volunteer and the supervisor must report the injury to Risk Management within 24 HOURS by calling (707) 256-7584.

\_\_\_\_\_  
 Volunteer Signature

\_\_\_\_\_  
 Date