

## ***General Policy - Volunteer Duty***

### **Policy:**

Bismarck State College encourages employees to volunteer (unpaid) for opportunities to support the BSC community.

### **Limits and Regulations:**

1. The volunteer duty must be part-time, occasional or sporadic, and freely and solely at the employee's option.
2. If the volunteer duty is during regular work hours, the supervisor needs to approve the absence from work.
3. The volunteer duty must be for duties excluded or not expected in the capacity of their regular employment, i.e. assignments not within the same general occupational category as the employees' regular work.
4. If travel is involved, expenses may be provided as determined by the department.
5. The volunteer duty shall be excluded in the calculation of the hours worked for a nonexempt employee if the employee is entitled to overtime compensation in their regular employment.
6. Examples of volunteer duty would include but not limited to, Explore BSC Day, Arts Quest, Foundation Golf Tournament, Skills USA, Humanities Summit, Moving-In Day for residence hall residents/students, etc.
7. Most opportunities for volunteer duty will be announced in BSC Now/CORE Portal or through the BSC employee listserv.

### **Reference:**

Fair Labor Standards Act 29 U.S.C. 207(p)(2), Federal Regulation 29 C.F.R. 553.30

### **History of This Policy:**

First policy draft February 1, 1991. Revisions – August 7, 1997, October 21, 2005, approved by the Operations Council February 11, 2009; approved by the Executive Council February 18, 2009; February 23, 2015.