

**Lake Region State College**  
**Policy and Procedure Manual**

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SECTION 400.04.01  
VOLUNTEER DUTY

Employees may volunteer for duty assignments for the benefit of Lake Region State College with the approval of their supervisors.

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 pre-approve the 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. Reasonable expenses or a nominal fee may be provided as determined by the department.
5. The volunteer duty shall be excluded in the calculation of the hours for which the employee is entitled to overtime compensation in their regular employment.
6. Following, are some examples of volunteer duties: selling tickets at plays, music festivals and athletic events; serving as an usher or tour guide; working as a referee, scorekeeper, announcer, or statistician at athletic events.

Reference:

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

Drafted policy updated 05/15/06

G: Volunteer Policy

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**History**

Administrative Council Approved (2) 06/11/15