

VOLUNTEERS

Procedures and Frequently Asked Questions

Overview

A Volunteer is a Person Who:

- Perform hours of service for a public agency for civic, charitable or humanitarian reasons without promise, expectation or receipt of compensation for services rendered.
- Offers his/her services freely and without pressure or coercion, direct or implied, from an employer.

A Person is NOT a Volunteer if:

- He/she is otherwise employed by the same public agency to perform the same type of services as those for which the individual proposes to volunteer.

Procedures Checklist

- Discuss the need for a Volunteer to perform volunteer services for the College with the Budget Manager/Hiring Authority and obtain approval to proceed with volunteer search.
- Volunteer submits a request to volunteer, or TCC recruits for volunteer services.
- Interview Volunteer to determine if skills are appropriate for the tasks to be assigned.
- Obtain approval from the Budget Manager/Hiring Authority (Usually the person in charge of the department requesting volunteers) to enter into a Volunteer Agreement with the Volunteer.
- Notify Volunteer of approval to perform volunteer services for the College.
- Complete the Volunteer Agreement form AND Background Check Authorization. Forward to the supervisor and Budget Manager for approval.
- Forward signed and completed Volunteer Agreement form and Background Check to the Human Resources Office for processing, **prior to the Volunteer's start date.** **HR will need at least 2 full business days to perform background check.**
- Volunteer performs assigned tasks.
- Complete a Volunteer Timesheet and submit to Human Resources each month there is any volunteer service to the College.
 - Each Volunteer Timesheet should be completed and submitted by the 10th of the month following each month of volunteer service.

VOLUNTEERS

Procedures and Frequently Asked Questions

Questions and Answers (Q & A)

- **Do I need to collect the social security number of a volunteer?**

Yes, although volunteers are not reported to the IRS for any reason and we do not need to collect this information for Industrial Insurance purposes, we do need this information to do a background check. If a volunteer is unwilling or unable to provide this information so a background check can be run, then please contact HR.

- **Why do we report volunteer hours?**

Volunteers are covered by Tacoma Community College for industrial insurance purposes. The State of Washington Department of Labor and Industries (L & I) coverage provides medical coverage protection to a volunteer who is injured during the course of his/her volunteer service.

What about...

GUEST LECTURER

No, when:

- The lecturer is representing his/her own employer to give a lecture. For example, a financial manager representing the Russell Corporation giving a lecture to the Economics class.

Yes, when:

- The guest lecturer is not representing his/her employer and the area of expertise is not a part of his/her regular business. For example, the financial manager for Russell Corporation also does B&W photography as a hobby; he/she gives a presentation on B&W photography technique.
- The guest lecturer is not representing his/her employer but the area of expertise is part of his/her employment. For example, the financial manager is not representing the Russell Corporation but is giving a lecture on financial management to the economics class.
- The individual is a member of the community, but does not have a business or represent a business as an employee.

CAMPUS ACTIVITIES FOR NON-COLLEGE EMPLOYEES

and/or

FUNDRAISERS FOR THE COLLEGE (E.G. WINE CLASSIC)

No, When:

- The activity is within the scope of the employee's responsibility with his/her employer and he/she is representing the employer (see guest lecturer above).

Yes, When:

- The worker is a paid employee of an employer but does not perform the same kind of duties as will be performed for the College.
- The worker is not representing his/her employer and the area of expertise is not a part of his/her regular business.

VOLUNTEERS

Procedures and Frequently Asked Questions

- The worker is not representing his/her employer but the area of expertise is part of his/her employment.
- The individual is a member of the community, but does not have a business or represent a business as an employee.

MEMBERS OF ADVISORY COMMITTEES

No, When:

- The community member is acting in a capacity to help him/herself. For the most part, a person on an advisory committee is acting in some capacity to help him/herself or his/her employer.

STUDENTS WHO ASSIST IN CLASS

No, when:

- The student is enrolled in the class and is performing work that is related to the learning process. A biology student helps with biology lab set-up.

Yes, when:

- The student is not enrolled in the class for which he/she is performing work. For example, a biology student who helps a psychology class with an experiment.

CAMPUS ACTIVITIES - REGARDING COLLEGE EMPLOYEES

No, when:

- The activity is within the scope of the employee's responsibility. The person is still in employee status and must be treated as an employee for compensation purposes (e.g. classified staff eligible for OT). Example: a custodian is asked to help with clean up in for an event after his/her shift is over.
- The activity is outside the employee scope of responsibility but is performed within the employee's hours of work. The employee is in employee status. Example: A custodian helps with distributing financial aid checks to students during assigned work hours.

Yes, when:

- The activity is outside the employee's work hours and not related to his/her scope of responsibility as an employee. Example: a custodian helps with keeping stats for the basketball game after his/her shift.

ACTIVITIES THAT ARE NOT COLLEGE RELATED OR SPONSORED EVENTS

No, When:

- The employee is a paid employee of the College but does not perform the same kind of duties as will be performed for the outside entity.
- The employee is a paid employee of the College, is not representing the College and the area of expertise is not a part of his/her regular business. (The College employee may be a volunteer for the outside entity)
- The employee is a paid employee of the College, is not representing the College but the area of expertise is part of his/her employment. (The College employee may be a volunteer for the outside entity).

VOLUNTEERS

Procedures and Frequently Asked Questions

- The individual is a member of the community and has no employment relationship with the College.

Yes, When:

- The activity is within the scope of the College employee's responsibility with the College and he/she is representing the College.
- The activity is not within the scope of the College employee's responsibility with the College but he/she is representing the College.

ADVISORS INCLUDING ADVISORS TO STUDENT CLUBS

No, when

- The type of advising is a part of the College employee's responsibilities and employment expectations. Example: a full-time faculty member has academic advising as part of his/her job duties and is encouraged to include student club advising as a PAU activity.

Yes, when

- Advising is not a part of the employee's responsibilities. Example: a part-time faculty member has neither academic or club advising as part of his/her duties and would be a volunteer if performing either of these without compensation. Example: An Educational Planners does academic advising but is not expected to do club advising and would be a volunteer if he/she become a club advisor.

VOLUNTEER AGREEMENT

(Minor under age of 18)

VOLUNTEER INFORMATION

Volunteer's Name (Print):		Parents Name (Print):	
Address		Home telephone	
City	State	Zip	
Emergency Contact/Phone/Relationship			
<p>I am the Parent or Guardian of the above named volunteer and in signing understand and attest to the following:</p> <ul style="list-style-type: none"> • I am the parent or guardian of the volunteer who is under the age of 18 • I am allowing the minor to volunteer their services to Tacoma Community College. • There is no expectation for payment of services rendered. • The minor is not otherwise employed by Tacoma Community performing similar activities. • I will complete and submit on behalf of the minor a volunteer time report no later than 10 days after each month I have volunteer hours. • In order to volunteer, all participants must have a background check done by TCC <ul style="list-style-type: none"> <input type="checkbox"/> The minor is an employee of TCC and already had a background check done <input type="checkbox"/> The minor is not an employee but has already had a background check done as a volunteer <input type="checkbox"/> I am submitting the minors information on the attached form to have a background check performed 			
Volunteer (Minor) Signature		Date	
Parent or Guardian Signature (Required)		Date	

DEPARTMENT INFORMATION

Department:		Supervisor Name / Phone	
Volunteer Start Date / End Date		Volunteer Start Time / End Time	
Position: Please provide a summary of the duties and responsibilities the volunteer will perform.			
Name of the TCC Employee or group the volunteer will be working with:			
Supervisors Signature		Date	
Budget Account Code <small>(For Medical Aid/Industrial Ins) Cannot be processed without a budget code</small>			
Budget Manager's Signature:		Date:	
This Volunteer agreement must be completed and signed by the supervisor and budget manager and forwarded to the Human Resources department prior to the volunteer's beginning date.			



DISCLOSURE FOR BACKGROUND CHECKS

Tacoma Community College will procure a consumer report and/or investigative consumer report on you in connection with your application for employment purposes (including employment, volunteer, or independent contractor assignments, as applicable) as defined under the Fair Credit Reporting Act. These background reports may be obtained at any time after receipt of your authorization and, if you are hired or engaged by TCC, throughout your employment or contract period.

TalentWise Solutions LLC ("TalentWise"), a consumer reporting agency, will obtain the report for the College. Further information regarding TalentWise, including its privacy policy, may be found online at www.TalentWise.com. TalentWise is located at 19800 North Creek Parkway, Suite 200, Bothell, WA 98011, and can be reached at (866) 338-6739.

The report may contain information bearing on your character, general reputation, personal characteristics, mode of living. The information that may be included in your report include: *Social security number trace, criminal records checks, public court records checks, driving records checks, drug tests, educational records checks, verification of employment positions held, personal and professional references checks, and licensing and certification checks.* The information contained in the report will be obtained from private and/or public record sources, including sources identified by you in your job application or through interviews or correspondence with your past or present coworkers, neighbors, friends, associates, current or former employers, educational institutions or other acquaintances. You have the right, upon written request made within a reasonable time after receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report. Please be advised that the nature and scope of the most common form of investigative consumer report obtained with regard to applicants for employment is an investigation into your education and/or employment history.



AUTHORIZATION

I have carefully read and understand this disclosure and authorization form and I have received a copy of the "Summary of Your Rights under the Fair Credit Reporting Act" provided with this form. I have had the opportunity to review my rights. By my signature below, I consent to the preparation of background reports by TalentWise and/or the College, and to the release of such reports to the College and its designated representatives for the purpose of assisting the College in making a determination as to my eligibility for employment, promotion, retention, contract assignment or for other lawful purposes.

I understand that, to the extent allowed by law, information contained in my job application or otherwise disclosed to the Company by me before or during my employment or contract assignment, if any, may be utilized for the purpose of obtaining such consumer reports and/or investigative consumer reports about me. I understand that nothing herein shall be construed as an offer of employment or contract for services.

I hereby authorize law enforcement agencies, learning institutions (including public and private schools and universities), information service bureaus, record/data repositories, courts (federal/state/local), motor vehicle record agencies, my past or present employers, the military, and other individuals or sources to furnish any and all information on me that is requested by the consumer reporting agency.

By my signature (including electronic) below, I certify the information provided on and in connection with this form is true, accurate, and complete. I agree that this form in original, faxed, photocopied or electronic form will be valid for any background reports that may be requested by or on behalf of the College.

This information is being collected to conduct the background screen on you. It will not be used for any other purpose.

All fields are required. Please print clearly and include all requested information.

First Name: _____

Full Middle Name: _____

Last Name: _____

Maiden or Alias (es): _____

Date of Birth: _____

SSN: _____

Address: _____

Street Address

City, State, Zip

Credential: _____

License Type, ID #, State Issued & Status

Signature: _____ **Date:** _____

Position Applying for: _____

Supervisor/Department _____

A SUMMARY OF YOUR RIGHTS

UNDER THE FAIR CREDIT REPORTING ACT

Para informacion en espanol, visite www.ftc.gov/credit o escribe a la FTC Consumer Response Center, Room 130-A 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.

The Federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to www.ftc.gov/credit or write to: Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
 - a person has taken adverse action against you because of information in your credit report;
 - you are the victim of identity theft and place a fraud alert in your file;
 - your file contains inaccurate information as a result of fraud;
 - you are on public assistance;
 - you are unemployed but expect to apply for employment within 60 days.In addition, by September 2005 all consumers will be entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.ftc.gov/credit for additional information.
- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.ftc.gov/credit for an explanation of dispute procedures.
- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need -- usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.

- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.ftc.gov/credit.
- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).
- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit www.ftc.gov/credit.

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. Federal enforcers are:

TYPE OF BUSINESS:	CONTACT:
Consumer reporting agencies, creditors and others not listed below	Federal Trade Commission: Consumer Response Center – FCRA Washington, DC 20580 1-877-382-4357
National banks, federal branches/agencies of foreign banks (word "National" or initials "N.A." appear in or after bank's name)	Office of the Comptroller of the Currency Compliance Management, Mail Stop 6-6 Washington, DC 20219 1-800-613-6743
Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks)	Federal Reserve Consumer Help (FRCH) P O Box 1200 Minneapolis, MN 55480 1-888-851-1920 www.federalreserveconsumerhelp.gov ConsumerHelp@FederalReserve.gov
Savings associations and federally chartered savings banks (word "Federal" or initials "F.S.B." appear in federal institution's name)	Office of Thrift Supervision Consumer Complaints Washington, DC 20552 1-800-842-6929
Federal credit unions (words "Federal Credit Union" appear in institution's name)	National Credit Union Administration 1775 Duke Street Alexandria, VA 22314 703-519-4600
State-chartered banks that are not members of the Federal Reserve System	Federal Deposit Insurance Corporation Consumer Response Center, 2345 Grand Avenue, Suite 100 Kansas City, Missouri 64108-2638 1-877-275-3342
Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission	Department of Transportation , Office of Financial Management Washington, DC 20590



	202-366-1306
Activities subject to the Packers and Stockyards Act, 1921	Department of Agriculture Office of Deputy Administrator - GIPSA Washington, DC 20250 202-720-7051

ADDITIONAL STATE LAW NOTICES

- California, Minnesota, and Oklahoma applicants or residents: You have a right to request a free copy of your report if one is ordered on you. Please check this box to receive an emailed copy of your report. By law, your employer (**INSERT COMPANY NAME**) is required to provide you a copy of your report, if requested.

CALIFORNIA: Pursuant to section AB 22 Employers who order credit reports on a California resident, applicant who will be working in California, or who will be employed by a company in California must complete the following section.

Under this law employers cannot use a consumer credit report for employment purposes for any position excluding those listed below. The company to which you are applying has indicated the following specific reason(s) an employment credit report has been requested:

This employment position:

- Is managerial (as defined by the California Industrial Welfare Commission);
- Is in the State Department of Justice;
- Is as a peace officer or other law enforcement;
- Involves regular access to bank or credit card account info, social security numbers and dates of birth (this does not include ordinary retail work);
- Would make the employee a named signatory on the employer's bank or credit card account;
- Would authorize the employee to transfer money on the employer's behalf;
- Would authorize the employee to enter into financial contracts on the employer's behalf;
- Involves access to confidential or proprietary information that derives independent economic value from not being generally known and an effort is being made to maintain its secrecy;
- Involves regular access to cash of \$10,000 or more during the workday that belongs to the employer, a customer or a client. This doesn't apply to financial institutions subject to oversight by a state or federal regulatory agency.

If you are a California, Maine, New York, or Washington state applicant, employee, or contractor, please also note:

CALIFORNIA: Pursuant to section 1786.22 of the California Civil Code, you may contact TalentWise during normal business hours (9am to 5pm PST, Monday through Friday) to obtain and review all information in your file. You may obtain such information by appearing in person at TalentWise's offices, during normal business hours and upon reasonable notice, and upon submitting proper identification and paying the costs duplication services. You may be accompanied by one other person, provided that person furnishes proper identification. You may also obtain a copy of your file by certified mail, if you have previously provided identification in a written request that your file be sent to you or a third party identified by you. You may also obtain a summary of your file by telephone, upon providing proper identification. TalentWise has trained personnel available to explain your file to you, including any coded information.

CALIFORNIA (En Español): De acuerdo con el artículo 1786.22 del Código Civil, Usted puede llamar a TalentWise durante los horarios normales de trabajo (9 de la mañana a 5 de la tarde, tiempo del pacífico, lunes a viernes) para obtener y examinar su archivo privado en detalle. Para conseguir una copia de su archivo privado, puede hacer una visita en persona a la oficina de TalentWise durante los horarios

normales de trabajo, dando aviso razonable, presentando identificación apropiada, y pagando los costos de duplicación. Otra persona puede acompañarle con tal que también traiga identificación apropiada. Usted puede pedirnos que le mandemos por correo certificado una copia de su archivo privado con tal que hayamos recibido una solicitud escrita indicando que le mandemos una copia de su archivo privado a Usted o a un tercero que esté identificado por Usted. También puede pedir por teléfono un resumen de su archivo privado, al presentarnos identificación apropiada. TalentWise emplea trabajadores cualificados, quienes están disponibles para explicarle el contenido de su archivo privado, incluyendo cualquier dato cifrado.

MAINE: You have the right, upon request, to be informed of whether an investigative consumer report was requested, and if one was requested, the name and address of the consumer reporting agency furnishing the report. You may request and receive from the Company, within five business days of our receipt of your request, the name, address, and telephone number of the nearest unit designated to handle inquiries for the consumer reporting agency issuing an investigative consumer report concerning you. You also have the right, under Maine law, to request and promptly receive from all such agencies copies of any such reports.

NEW YORK: You have the right, upon request, to be informed of whether an investigative consumer report was requested, and if one was requested, the name and address of the consumer reporting agency furnishing the report. At the time you consent to your employer obtaining a report you are entitled to receive a copy of Article 23-A of New York Correction Law. Do not sign your consent until you receive a copy of that law.

WASHINGTON: If the Company requests an investigative consumer report, you have the right, upon written request made within a reasonable period of time after your receipt of this disclosure, to receive from the Company a complete and accurate disclosure of the nature and scope of the investigation requested by the Company. You also have the right to request from the consumer reporting agency a written summary of your rights and remedies under the Washington Fair Credit Reporting Act.

NEW YORK CORRECTION LAW
ARTICLE 23-A
New York Bus Code §380-c(b)(2) and 380-g(d)

§750. Definitions. For the purposes of this article, the following terms shall have the following meanings:

- (1) "Public agency" means the state or any local subdivision thereof, or any state or local department, agency, board or commission.
- (2) "Private employer" means any person, company, corporation, labor organization or association which employs ten or more persons.
- (3) "Direct relationship" means that the nature of criminal conduct for which the person was convicted has a direct bearing on his fitness or ability to perform one or more of the duties or responsibilities necessarily related to the license, opportunity, or job in question.
- (4) "License" means any certificate, license, permit or grant of permission required by the laws of this state, its political subdivisions or instrumentalities as a condition for the lawful practice of any occupation, employment, trade, vocation, business, or profession. Provided, however, that "license" shall not, for the purposes of this article, include any license or permit to own, possess, carry, or fire any explosive, pistol, handgun, rifle, shotgun, or other firearm.
- (5) "Employment" means any occupation, vocation or employment, or any form of vocational or educational training. Provided, however, that "employment" shall not, for the purposes of this article, include membership in any law enforcement agency.

§751. Applicability. The provisions of this article shall apply to any application by any person for a license or employment at any public or private employer, who has previously been convicted of one or more criminal offenses in this state or in any other jurisdiction, and to any license or employment held by any person whose conviction of one or more criminal offenses in this state or in any other jurisdiction preceded such employment or granting of a license, except where a mandatory forfeiture, disability or bar to employment is imposed by law, and has not been removed by an executive pardon, certificate of relief from disabilities or certificate of good conduct. Nothing in this article shall be construed to affect any right an employer may have with respect to an intentional misrepresentation in connection with an application for employment made by a prospective employee or previously made by a current employee.

§752. Unfair discrimination against persons previously convicted of one or more criminal offenses prohibited. No application for any license or employment, and no employment or license held by an individual, to which the provisions of this article are applicable, shall be denied or acted upon adversely by reason of the individuals having been previously convicted of one or more criminal offenses, or by reason of a finding of lack of 'good moral character' when such finding is based upon the fact that the individual has previously been convicted of one or more criminal offenses, unless:

- (1) There is a direct relationship between one or more of the previous criminal offenses and the specific license or employment sought or held by the individual; or
- (2) the issuance or continuation of the license or the granting or continuation of the employment would involve an unreasonable risk to property or to the safety or welfare of specific individuals or the general public.

§753. Factors to be considered concerning a previous criminal conviction; presumption.

- (1) In making a determination pursuant to section seven hundred fifty—two of this chapter, the public agency or private employer shall consider the following factors:
 - (a) The public policy of this state, as expressed in this act, to encourage the licensure and employment of persons previously convicted of one or more criminal offenses.
 - (b) The specific duties and responsibilities necessarily related to the license or employment sought or held by the person.
 - (c) The bearing, if any, the criminal offense or offenses for which the person was previously convicted will have on his fitness or ability to perform one or more such duties or responsibilities.
 - (d) The time which has elapsed since the occurrence of the criminal offense or offenses.
 - (e) The age of the person at the time of occurrence of the criminal offense or offenses.
 - (f) The seriousness of the offense or offenses.
 - (g) Any information produced by the person, or produced on his behalf, in regard to his rehabilitation and good conduct.
 - (h) The legitimate interest of the public agency or private employer in protecting property, and the safety and welfare of specific individuals or the general public.
- (2) In making a determination pursuant to section seven hundred fifty—two of this chapter, the public agency or private employer shall also give consideration to a certificate of relief from disabilities or a certificate of good conduct issued to the applicant, which certificate shall create a presumption of rehabilitation in regard to the offense or offenses specified therein.

§754. Written statement upon denial of license or employment. At the request of any person previously convicted of one or more criminal offenses who has been denied a license or employment, a public agency or private employer shall provide, within thirty days of a request, a written statement setting forth the reasons for such denial.

§755. Enforcement.



- (1) In relation to actions by public agencies, the provisions of this article shall be enforceable by a proceeding brought pursuant to article seventy—eight of the civil practice law and rules.
- (2) In relation to actions by private employers, the provisions of this article shall be enforceable by the division of human rights pursuant to the powers and procedures set forth in article fifteen of the executive law, and, concurrently, by the New York city commission on human rights.



Personal Data Form
(Use for New Employee or to Update Employee)

Instructions: Please complete the following information and return to Human Resources, Building 14. If at any time

Name: _____ Employee or Student ID#: _____
Sex: Male Female _____ Date of Birth: _____
Marital Status: Single Married Home Phone: _____
Address _____ Cell Phone: _____
City, State, Zip _____ Email: _____

your information changes, please contact Human Resources to update your records.

Job Data

Job Title: _____ Building/Location: _____
Department: _____ Supervisor Name: _____

Employee Emergency Contact Information:

Notify the following persons in the case of emergency:

Contact all on list and notify Contact individuals until one person is notified only (they will notify others)

Name: _____ Relationship: _____ Home Phone: _____
Address: _____ Cell Phone: _____

Name: _____ Relationship: _____ Home Phone: _____
Address: _____ Cell Phone: _____

Employee Signature: _____ Date: _____



Volunteer Timesheet

Volunteer Printed Name: _____ **SSN:** _____

Sponsoring Department: _____ **Budget #** _____

Volunteered to work within a department for multiple days for a month or more

Special Event – One or two day event / Annual Event

Event Name: _____

Month _____

Year _____

Week #	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Weekly Total Hours
1								
2								
3								
4								
5								
Total Hours Volunteered for the Month								

Volunteer Signature: _____ **Date:** _____

Supervisor Signature: _____ **Date:** _____

Instructions:

1. Form must be completed in ink. **A valid volunteer agreement must be approved prior to submission of any volunteer hours.** Complete volunteer, department and event information.
2. Fill in the Month, and Year for which you are reporting.
3. Enter the total number of hours volunteered each day within the week indicated
4. Enter your total hours for the week
5. Enter your total hours for the month
6. Direct any questions regarding this time sheet to the Payroll office at 253.566.5024 or 253.566.5182
7. Return the original signed timesheet to Human Resources in building 14 no later than then 10th of the month of the following month.



Statement of Confidentiality
(Use only when requesting access to ctcLink)

Please read the following information carefully and sign where indicated. If you need further information or would like a copy of Tacoma Community College's policy regarding confidentiality of student records, please refer to the policy that can be found at: [TCC Portal>Forms & Publications>Campus Publications>College Administrative Manual>Student Services \(C F\)>Confidentiality of Student Records.](#)

Under the guidelines of the Family Educational Rights and Privacy Act and Tacoma Community College policy, the only information authorized for external release by the college without the student's written consent shall include student name, degrees and awards received. The college may confirm dates of attendance, date of birth, major field of study, participation in officially-recognized sports and activities and the most recent previous educational institution attended.

I _____ (please print your name in the space provided) understand that by virtue of my employment with Tacoma Community College, I may have access to records which contain individually identifiable information, the disclosure of which is prohibited by the Family Educational Rights and Privacy Act (FERPA). I acknowledge that I fully understand that the intentional disclosure by me of this information to any unauthorized person could subject me to criminal and civil penalties imposed by law. I further acknowledge that such willful or unauthorized disclosure also violates Tacoma Community College's policy and could constitute just cause for disciplinary action including termination of my employment regardless of whether criminal or civil penalties are imposed. By my signature below, I understand and agree to preserve the security and confidentiality of information I access.

Signature of Employee

Date

ctcLink ID #



Vaccine Self-Attestation Form

Employee/Student ID: _____

Employee/Student Name: _____

Vaccine or Declared Exemption Reason *(Please check all that apply):*

- Johnson & Johnson / Janssen
- Moderna
- Pfizer-BioNTech
- Other COVID-19 Vaccine (name) _____

- Exemption - Medical
- Exemption - Philosophical
- Exemption – Religious

Vaccination or Exemption Date *(required)*

- If you received the Johnson/Johnson Vaccine - enter date in date field 1 only
- If you are declaring an exemption from vaccination, enter the date you are submitting this form in date field 1

Date of 1st Vaccination: _____

Date of 2nd Vaccination: _____

Please Check the Following Boxes to Confirm *(required)*

- I declare that the information I have provided is accurate and true, and I acknowledge that it may be subject to further verification.

- I acknowledge that knowingly providing incorrect information may result in disciplinary action.

Employee/Student Signature

Date

Students – May turn form into Student Services Administration in Bldg. 7 or email kray@tacomacc.edu
Employees – May turn form into Human Resources in Bldg. 14 or email humanresources@tacomacc.edu