



**Dexter Consolidated Schools**

PO Box 159

Dexter, New Mexico 88230

575-734-5420 (fax) 575-734-6813

Under certain circumstances, nonexempt employees of Dexter Consolidated Schools may volunteer time. Specifically, nonexempt employees may volunteer for work outside their regular duties and regular hours.

Volunteer services must be:

- (a) offered freely and without pressure or coercion, direct or implied, from the employer,
- (b) duties unrelated to position held and work regularly performed,
- (c) performed for civic, charitable or humanitarian reasons, and
- (d) approved by the Superintendent annually.

If you have any questions about the appropriateness of volunteering time, contact the Business Manager at extension 313.

Please complete the following in order to serve as a volunteer:

As a non-certified employee of Dexter Consolidated Schools, I wish to volunteer my time in the following manner:

- I understand that this form is required annually.
- I understand and agree that I will not be compensated for this time, and that the time worked will not be counted towards overtime as a part of my regular duties.
- I understand and agree that no particular schedule or hours of service are guaranteed for the volunteer work.
- I understand and agree that Dexter Schools may determine at any time that it no longer needs such volunteer services performed.
- I understand and agree that I may decide at any time to end my volunteer activities for Dexter Schools.
- I understand and agree that I will not declare this volunteer time as unpaid overtime now or in the future.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved by Superintendent

\_\_\_\_\_  
Date

**Received by Business Office**

Date:

Agreement Expires: