

	<b>Policy:</b> <b>Volunteer Services</b>	Page 1 of 11
	<b>Issued:</b> December 19, 2005	<b>Revised:</b> September 1, 2011

**I. POLICY:**

**Responsibilities and Rights of the University Volunteer**

University volunteers are expected to abide by the University policies and procedures and external regulations that govern their actions, including but not limited to those relating to ethical behavior, safety, confidentiality, protected health information, computer use, financial responsibility, and drug use.

University volunteers are not covered by the Fair Labor Standard Act and are not considered employees for any purpose. Therefore, they are not eligible for compensation or any University benefits.

**II. PURPOSE:**

This policy is designed to enable the University to accept volunteers, reduce volunteer risk and protect the interests of the University, its volunteers, and the community it serves.

**III. DEFINITION:**

University volunteers are uncompensated individuals who perform services directly related to the business of the University for the volunteer's benefit, to support the humanitarian, charitable or public service activities of the University volunteer, or to gain experience in specific endeavors. To qualify as a University volunteer, an individual must be willing to provide service according to the procedures in this policy.

**IV. GUIDELINES**

**a. Who May Volunteer**

Anyone over the age of fifteen (15), including retirees, students, alumni, or others may provide volunteer services to the University, with the following restrictions:

A current employee may not become a University volunteer at the University in any capacity in which he or she is employed at the University, or which is essentially similar to or related to the individual's regular work at the University. A current employee may only volunteer for special events, such as United Way events, commencement, student move-in, and the like.

It is important to determine that a person is performing services of a volunteer and will not be considered an employee under the Fair Labor Standard Act. A determination by the Department of Labor that a person's service was that of an employee's will result in the time of service being compensable.

#### **b. Services Not Requiring a Volunteer Agreement**

The following one-time activities are generally considered low-risk, and do not require a completed Volunteer Agreement.

- Commencement volunteers
- Fund-raising volunteers
- Student move-in volunteers

#### **c. Services Requiring a Volunteer Agreement**

- Laboratory Work
- Professional services, such as those performed by accountants, architects, engineers
- Services involving travel of any kind
- Services involving working with animals
- Services requiring access to confidential information
- Services involving working with minors, human research subjects
- Public speakers
- Athletic coaches
- Others

### **V. PROCEDURE**

When selecting and engaging a volunteer, it is the department's responsibility to be certain the individual has adequate experience, qualifications, and training for the task he or she will be required to perform. The following procedures are required to engage a volunteer.

1. Departments wishing to engage a volunteer must complete a description of the duties and services to be performed by a volunteer and submit to the Human Resources Department for review.
2. Departments and Human Resources will determine if a Volunteer Agreement is necessary (see "Services Not Requiring a Volunteer Agreement," "Services Requiring a Volunteer Agreement." Individuals over eighteen must complete the Volunteer Service Agreement & Waiver of Liability Form, if appropriate, prior to beginning their service. Individuals under eighteen must have their parents complete the Parental Consent & Agreement Form prior to beginning their service.
3. Each potential University volunteer must complete a Volunteer Service Application and provide proof of age and proof of medical insurance coverage.

5. Criminal background checks and appropriate training (such as hazardous materials training) should be completed for all volunteers prior to their beginning service at the University. Potential volunteers must complete the Volunteer Service Background Search Form.
6. Forward a copy of all completed forms and description of service to the Human Resources Department. Once the individual and service are approved, the volunteer may begin service.
7. Retain all forms completed as well as copies of any attachments, for a period of six years from the date of the University volunteer's separation.
8. If the individual is a returning volunteer but the break in his/her service is greater than one year, all applicable forms and processes described above must be completed once again.
9. If the individual is a current volunteer but his/her duties are changed, all applicable forms and process described above must be completed once again.

Note: For some University volunteers, it may not be appropriate to follow some of the steps above (e.g., advisory council members, trustees, reunion chairs). Please contact the Department of Human Resources for guidance.

### **Dismissal**

A University Volunteer's term of service may be terminated at any time and without prior notice.

### **Forms:**

- Volunteer Service Checklist
- Volunteer Service Background Search
- Volunteer Service Application
- Volunteer Service Agreement and Waiver of Liability
- Parental Consent for participants under 18 years of age