



# Idaho State University

## POLICIES AND PROCEDURES

### University Volunteer Policy

#### ISUPP 3020

#### *POLICY INFORMATION*

**Policy Section:** *Human Resources*

**Policy Title:** *University Volunteer Policy*

**Responsible Executive (RE):** *AVP of Human Resources*

**Sponsoring Organization (SO):** *Risk Management*

**Dates: Effective Date:** *June 6, 2013*

**Revised:** *September 13, 2017*

**Review Date:** *September 2022*

## **I. INTRODUCTION**

The university recognizes the value and importance of volunteerism from the perspective of the institution as well as the volunteer. Volunteerism necessitates balance among several factors: the desirability of volunteer service; the need to protect volunteer interests; and the need to minimize risk to the volunteer and the university. This policy addresses issues you may encounter as you seek to engage university volunteers and provides uniform procedures for screening and engaging such volunteers. It also helps to ensure that volunteer relationships with the University are clearly defined and understood by both parties.

## **II. DEFINITIONS**

- A. University volunteers are uncompensated individuals who perform services directly related to the business of the university to support the activities of the university or to gain experience in specific endeavors. To qualify as a university volunteer, an individual must be willing to provide services according to the procedures in this policy and complete and sign a volunteer agreement.
- B. Volunteers are not considered employees for any purpose other than workers' compensation and general liability protection. Therefore, they are not eligible for retirement

and health benefits, other than workers' compensation, on a medical only basis, as a result of their volunteer status.

- C. An individual who performs volunteer services for an entity that is not directly related to the business of the university (e.g., a government or public agency or an alumni association), is not considered a university volunteer for the purposes of this policy. However, an individual who performs volunteer services in the community on behalf of the university when there is no outside agency involved is considered a university volunteer.

### **III. POLICY STATEMENT**

The University does not intend for volunteers to perform or displace work that is presently being performed by University employees. Volunteer arrangements may not be used to circumvent the established processes that govern standard University-authorized hires.

University volunteers do not have an employment relationship with the University on any grounds or for any reason and are not covered by the Fair Labor Standards Act or Idaho wage laws, nor are they eligible for any University benefit, other than Workers' Compensation coverage in accordance with State law for medical claims resulting from injuries sustained while performing volunteer work on behalf of the University. At all times, the University has the discretion to select volunteers.

The responsibility for proper screening and engagement of volunteers rests with departments or units.

This policy does not cover individuals who provide volunteer services for entities that are indirectly related to the business of the University (e.g., government or public agencies or the alumni association). The policy also does not cover or govern volunteers who agree to serve as human subjects in University research protocols

Volunteers serve at the pleasure of the institution. Accordingly, a volunteer assignment can be terminated at the discretion of the institution without notice or cause.

### **IV. AUTHORITY AND RESPONSIBILITIES**

- A. Risk Management is responsible for providing and maintaining the Volunteer Services Agreement which is available on the OGC Website under Risk Management.
- B. Departments are responsible to establish their own volunteer screening process, including development of a description of the nature and requirements of the volunteer assignment prior to the screening process.

- C. For ISU-sponsored events involving minors (See Minors on Campus Policy #10510), the Sponsor must provide contact information for all volunteers and a signed authorization for a background check. Criminal and sex offender background checks must be completed on every volunteer interacting with a minor. Until a successful background check has been completed, no volunteer may work with or around any minor. Background checks must be repeated every four (4) years. Background checks may be conducted through the Office of Risk Management.
- D. Departments are responsible to ensure all volunteers are properly and adequately supervised.
- E. Departments are responsible for maintaining a log detailing the volunteers' dates and hours of service to validate potential workers' compensation insurance coverage.
- F. Persons under the age of eighteen (18) may become a volunteer only with written parental consent.
- G. Departments must ensure all volunteers have the necessary training to safely carry out the volunteer work. Depending on the particular function to be performed, the volunteer must meet appropriate requirements, i.e., a valid driver's license, good driving record, and/or a license or certificate for specialized work to satisfy that requirement prior to performing those duties. For example, a dental hygienist volunteering services must have a current license before providing the service.

## **V. PROCEDURES TO IMPLEMENT**

- A. Idaho State University volunteers, as well as their supervisors, shall complete the Idaho State University Authorized Volunteer Services Agreement prior to beginning work and maintain a log of work hours. The Agreement is available on the OGC Website under Risk Management.  
  
The agreement shall be completed by the volunteer and his/her supervisor and sent to Risk Management, Stop 8410. The originating department shall keep a copy on file until the volunteer service is completed. For records retention purposes, Risk Management will maintain on file the Volunteer Service Agreement one (1) year after end of fiscal year.
- B. The University provides indemnification (compensation paid to an individual for expenses, settlements, and judgments incurred, made, and entered against him/her) to a University volunteer in the same manner as provided to an employee – for acts or omissions arising within the scope of the volunteer's good-faith performance of specifically authorized duties or assignments on behalf of the University.

- C. Payment for volunteer services is not permitted under any circumstance. However, the appropriate unit has the authority to decide whether to reimburse a University volunteer for actual and reasonable expenses. Any reimbursement must be made following standard University reimbursement guidelines. Reimbursement must not be used as a substitute for compensation and cannot be linked to productivity
- D. The University or a University volunteer may end his/her volunteer service at any time and without advance notice.