



# Volunteer Policy

<b>Policy #:</b>	HR008.1
<b>Policy Type:</b>	University
<b>Responsible Executive:</b>	VP for Business Affairs
<b>Responsible Office:</b>	Human Resources
<b>Originally Issued:</b>	March 18, 2020
<b>Latest Revision:</b>	March 18, 2020
<b>Effective Date:</b>	March 18, 2020

## I. Policy Statement

University Volunteers are an important resource to the University of Louisiana at Monroe (ULM). Even though uncompensated, University Volunteers are expected to abide by all University policies and procedures relating to their voluntary activities.

## II. Purpose of Policy

The purpose of ULM's Volunteer Policy is to define University Volunteers, their relationship to the University, and their privileges, responsibilities, and limitations. This policy will also establish procedures associated with selecting, orienting and training volunteers.

## III. Applicability

Anyone, including retirees, students, alumni, emeritus faculty, or others, may provide volunteer services to the University.

## IV. Definitions

**Volunteer** – an individual who has volunteered to perform certain services for the University for no compensation and has been approved by the University to perform the voluntary services. University Volunteers are not considered employees and must not represent themselves as University employees. University Volunteers are not covered by the Fair Labor Standards Act and are not eligible for University benefits.

**Prohibited Activities** – driving state vehicles, except if attended ORM Defensive Driving class and with permission of an authorized University official; operating heavy equipment or other equipment that may cause serious injury; working with or exposure to hazardous materials or hazardous duties; entering into any contract or other commitment on behalf of the University; participating in any activity inconsistent with University policies.

## V. Policy Procedure

1. When selecting a volunteer, the department head is responsible for ensuring the following:
  - a. The **volunteer** has adequate experience, qualifications, and training for the task being assigned.
  - b. The **volunteer** has been provided with a written description of duties and responsibilities.
  - c. **Prohibited activities** are not part of the duties and responsibilities.
  - d. **Volunteer** contact information has been obtained and documented.
  - e. The **volunteer** has been provided with an appropriate orientation prior to commencing services, including such matters as University policies and procedures, safety precautions, etc., relating to the services to be provided.

2. University departments must complete, sign, and date and have volunteers sign and date, the following forms and submit the forms to the Office of Human Resources prior to beginning any volunteer activities:
  - a. *Volunteer Agreement Form*, including a description of activities to be performed
  - b. *Volunteer Personal Data Form*

## **VI. Enforcement**

The Department Head is responsible for reviewing duties and responsibilities and approving volunteers for his/her area.

## **VII. Policy Management**

The Vice President of Business Affairs is the Responsible Executive accountable for the management of this policy. The Office of Human Resources is responsible for maintaining this policy.

## **VIII. Exclusions**

N/A

## **IX. Effective Date**

The effective date of this policy is the date it is adopted and signed by the President.

## **X. Adoption**

This policy is hereby adopted on this 18<sup>th</sup> day of March 2020.

Recommended for Approval by:

Approved by:



Dr. Bill Graves, Vice President for Business Affairs



Dr. Nick J. Bruno, President

## **XI. Appendices, References and Related Materials**

*Volunteer Agreement Form*, including a description of activities to be performed  
*Volunteer Personal Data Form*

## **XII. Revision History**

Original adoption date: March 18, 2020