

Purpose: Individuals who volunteer their time and expertise to Greenville University provide an important service and help the University further its missions of teaching, research and public service. In turn, volunteers gain valuable experiences and a sense of personal satisfaction.

This policy is intended to help promote a productive, safe and mutually beneficial environment for the University volunteers by setting appropriate expectations and clarifying roles and responsibilities for both the volunteers and their sponsoring departments or programs.

Definitions: Greenville University volunteers are uncompensated individuals who perform services directly related to the business of the University for their individual benefit and satisfaction, 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. Volunteers are not to be used to eliminate the need for or take the place of a paid position. Volunteers may not be used in full-time, long-term assignments. Volunteer activities are expected to be temporary, sporadic or of limited duration.

Volunteer Requirements, Responsibilities and Rights

Greenville University volunteers are not covered by the Fair Labor Standards Act and are not considered employees for any purpose. Therefore, they are not eligible for compensation or any University benefits or for worker's compensation benefits in connection with their volunteer service.

Compliance with policies: At all times, 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, key issuance and financial responsibility.

Access to protected data: Volunteers generally shall not be given access to protected student, personnel, or other data. Limited access may be granted if the information is necessary to the volunteer function, the volunteer has been instructed on the requirements of the law and protecting the data, and the volunteer has signed a confidentiality form.

Who May Volunteer

Anyone, including retirees, students, and alumni, may provide volunteer services to the University, with the following restrictions:

- An individual under the age of eighteen must provide the written consent of their parent or legal guardian to volunteer.
- 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 Commencement and the like.

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
- Phone-a-thon volunteer
- Public speakers

Services Requiring a Volunteer Agreement

- Athletic coaching
- Agape music festival
- Laboratory work
- Services requiring access to confidential information
- Services involving working with minors
- Services involving travel of any kind

Other Restrictions and Conditions

Injuries: Volunteers are not eligible for worker's compensation for injuries incurred while performing volunteer duties. If injuries occur while performing volunteer duties, the volunteer should contact the Office of Human Resources. The University will not be responsible for an injured volunteer's medical expenses.

Employee Benefits: Volunteers are not eligible for compensation, for staff development training, or for sick leave, health insurance, retirement or other employee benefits. Volunteers cannot replace employee positions or impair the employment of a University position.

Travel and Expenses: The University may choose to reimburse a volunteer for transportation, meals and incidental expenses while providing volunteer services. Prior authorization for expenses must be approved in writing and submitted with required documentation in accordance with applicable policies and procedures.

University Vehicle Usage: Volunteers are not allowed to drive University vehicles or vehicles rented by the University. Volunteers may ride in a University vehicle if they are on official business for the University, and the travel has received prior authorization from the appropriate supervisor.

Other Prohibited Volunteer Activities:

- Operating heavy equipment including vehicles;
- Working with stored energy (e.g. steam, electricity, hydraulics);
- Engaging in any activity considered by the University to be inappropriate for any University employee or volunteer;
- Entering into any contract on behalf of Greenville University

Dismissal: The volunteer's term of service may be terminated at any time with or without cause or prior notice.

Procedures

When selecting and engaging a volunteer, it is the University 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 must determine if a Volunteer Agreement is necessary (see "Services Not Requiring a Volunteer Agreement," "Services Requiring a Volunteer Agreement," and the "Other Restrictions and Conditions" sections). Individuals eighteen years of age or more must complete the Volunteer Service Agreement and Release Form prior to beginning their service. Individuals under eighteen years of age must provide completion of the consent signed by their parent or legal guardian prior to beginning their service.
2. The University must ascertain whether the individual is at least eighteen years of age by reviewing appropriate proof of age presented by the volunteer. If the individual is under eighteen years of age then the consent must be completed and signed.
3. All completed forms, as well as copies of any attachments, are retained in the Office of Human Resources for a period of seven years from the date on which the volunteer's service ends.
4. If the individual is a returning volunteer but the break in their service is greater than one year, all applicable forms and the procedures described above must be completed again.
5. If the individual is a current volunteer but their duties are to change, all applicable forms and the procedures described above must be completed again.
6. The University may establish additional policies and procedures at any time including, but not limited to, the use of applications or other forms for volunteers serving in specified capacities.

Contact Information:
Office of Human Resources
618-664-7014