

For questions regarding this template, please send an email to policies@umw.edu

* POLICY NAME:	Volunteer Policy and Procedure
* POLICY TYPE:	Presidential Policy - University Administrative Policy
POLICY #:	To be completed by University Policy Manager
*STATUS:	Active
*CONTACT OFFICE:	Administration and Finance – Human Resources
*OVERSIGHT EXECUTIVE:	VP for Administration and Finance
*APPLIES TO:	All Faculty, Staff and Volunteers
*PURPOSE:	This policy provides guidance for use of Volunteers by University departments.
DEFINITIONS:	<ul style="list-style-type: none"> • Volunteer – An individual who performs services without compensation but may be paid expenses. UMW volunteers must be 18 years or older. • Current Employee - Under the Fair Labor Standards Act (FLSA) a current university employee may not volunteer for the same type of services or duties performed in the paid position. Appropriate volunteer services must be given freely without pressure from the university. Please contact Human Resources with questions about current employee volunteer service. • Authorized Volunteer: a volunteer whose services have been engaged in compliance with these policies and procedures. • Seasonal Volunteer – a volunteer who provides services on behalf of the university in consecutive regular or set intervals e.g. each summer, each spring, each orientation. <p>Note: <i>Seasonal status must be indicated on the Volunteer Application. New background checks will be required when there is a break in consecutive seasons or periods of service.</i></p>
*POLICY STATEMENT:	University departments may use volunteers to accomplish certain work as well as extend their budgets. Volunteer services must be properly authorized by the host department and the Office of Human Resources (OHR) in accordance with all related guidance and procedures. Authorized volunteers are agents of the University, therefore qualifications, background and suitability of the individual must be considered before offering an opportunity to volunteer. Unauthorized volunteers may not be permitted to perform any duties or services on behalf of the University.

<p>PROCEDURES:</p>	<p>Application</p> <p>Volunteers must complete and sign the UMW Volunteer Application, which is available on the Office of Human Resources webpage to be considered for volunteer service. Supervisors must review and also sign the application, as indicated, and forward the original application and a copy of the position description to the Office of Human Resources (OHR). Supervisors may keep a copy of the application in a supervisor's file.</p> <p>Criminal Background Checks</p> <p>All volunteer placements are subject to a criminal background check. OHR will complete the background check using its third party vendor and will inform the supervisor when the background check is completed, normally within 3-5business days. The supervisor's signature on the application authorizes billing to the department for payment. Requesting a Background Check.</p> <p>On-Boarding</p> <p>Job Description</p> <p>Upon notice of satisfactory completion of the background check, supervisors must ensure that the position description and volunteer application have submitted to the Office of Human Resources. Departments should carefully consider the types of duties appropriate for a volunteer to perform. Generally, duties which are carried out by a University employee are appropriate for volunteers as long as they are qualified to perform the duties and receive the same support and training any other paid employee would receive to complete the task.</p> <p>To avoid the appearance of impropriety and potential for workplace conflict, volunteers may not be supervised by members of their immediate family.</p> <p>Completing the personnel file</p> <p>The following documents may be obtained at http://adminfinance.umw.edu/hr/employment-opportunities/volunteer/supervisors-steps/ and must be completed and submitted to OHR to complete the volunteer's file:</p> <ul style="list-style-type: none"> ▪ Volunteer Application ▪ Volunteer Job Description ▪ Emergency Contact Form ▪ Restrictions on State Employees Access to Information Infrastructure (Network & Computer Use Policy) ▪ Use of Electronic Communications and Social Media ▪ Alcohol and Other Drugs Policy ▪ Request for Access (Optional; if duties require email access) ▪ Respectful Workplace Policies (signed copies) <p>Respectful Workplace</p> <p>Volunteers must also review and acknowledge receipt of the Respectful Workplace policies. Copies are available at http://adminfinance.umw.edu/hr/files/2012/06/Respectful-Workplace-Policies.docx.</p> <p>Statement of Non Discrimination Statement of Community Values Principles on 'Diversity and Inclusion' Workplace Harassment</p>
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<p>* General Procedures for Implementation:</p>	<p>Sexual Misconduct</p> <p>Vehicle Operation (if applicable) Volunteers with responsibility for operating university owned vehicles to transport students must complete the Van Familiarization program and the Department of Motor Vehicles Check with the Office of Parking Management, before assuming this duty. Volunteers with the Athletics Department will complete the program with that department. Supervisors must ensure compliance with this provision.</p> <p>Sensitive and Protected Data Volunteers with responsibilities for sensitive or protected data under the university's Network and Computer Use Policy must be properly authorized by completing the Administrative Data User Account Request Form found at http://www.umw.edu/documents/document/administrative-data-user-account-request-form/.</p> <p>Liability Coverage for Volunteers Claims regarding injury and medical coverage will be handled in accordance with the Department of Risk Management's guidelines. <i>If there is an incident involving personal injury, property damage or other liability to the University, the circumstances must be thoroughly documented. Please contact the Associate Vice President for Human Resources for further instructions and assistance.</i></p> <p>Workers' Compensation Worker's Compensation Insurance does not provide medical coverage for volunteer even if the injury occurs during the volunteered hours.</p> <p>Extend/Renew Volunteer Service Application to Extend Volunteer Services (Optional; for returning volunteers) Volunteers who will be retained beyond the initial end date must be reauthorized using the Application to Extend Volunteer Services. The form must be completed and signed by both the applicant and supervisor and forwarded to OHR. New job descriptions should be completed as needed.</p> <p>Separation The Supervisor is required to complete a Separation Checklist and submit to Human Resources once a volunteer has completed their assignment at the University.</p>
<p>* Process for Developing, Approving, and Amending Procedures:</p>	<p>The Office of Human Resources is responsible for the administration of this policy, including overseeing the background check process and reporting results.</p> <p>Supervisors are responsible for adherence to this policy and background check procedures.</p>
<p>* Publication and Communication:</p>	<p>Supervisors are reminded of the policy guidance via periodic supervisory communications from OHR. This policy is posted on the Office of Human Resources website.</p>
<p>* Compliance Monitoring and Reporting:</p>	<p>This policy will be reviewed biennially by the Associate Vice President for Human Resources. Compliance with required background checks in accordance with this policy are monitored and reported through HireRight.</p>

(How is compliance with the

<i>policy monitored and reported?)</i>	
RELATED INFORMATION:	UMW Background Check Policy
Policy Background:	
* Policy Category:	Administration and Finance
Category Cross Reference:	Leave Blank – this will be filled in by the University Policy Manager.
Related Policies:	
HISTORY:	
* Origination Date:	January 2003
* Approved by:	Richard V. Hurley
* Approval Date:	January 2003
* Effective Date:	January 2003
* Review Process: <i>(How is this policy reviewed to ensure that it is effective? By whom? How often?)</i>	This policy will be reviewed biennially by the Associate Vice President for Human Resources.
* Next Scheduled Review:	February 2014
Revision History:	Revised by: Office of Human Resources - January 2007 <ul style="list-style-type: none"> • Sections revised: 3.2, 3.6, and 3.7 Revised by: Office of Human Resources - July 2010 <ul style="list-style-type: none"> • Sections revised: Table of Contents, 3.1, 3.2, 3.9 Revised by: Office of Human Resources - February 2012 <ul style="list-style-type: none"> • Sections revised: Table of Contents, 4, 5.2, 5.3, 5.4, 5.5, 5.7, 5.8, 6