

University Policy 3017: Volunteer Services

Category: Human Resources

Subcategory: Rights & Responsibilities

Covered Individuals: All USU Employees and Volunteers

Responsible Executive: Vice President for Finance and Administrative Services

Policy Custodian: Risk Management

Last Revised: 2022/06/24

3017.1 PURPOSE AND SCOPE

This policy is designed to establish uniform requirements for screening and engaging [volunteers](#) interested in donating their services to Utah State University.

3017.2 POLICY

2.1 Volunteer Services

- 2.1.1 A current employee may not become a volunteer at the University in any capacity in which he or she is employed by the University, or which is essentially the same or similar to, or related to the individual's regular work at the University or under circumstances that suggest that the decision to volunteer is not made freely.
- 2.1.2 A volunteer may not be used to displace or negatively impact the employment of a current employee or replace a past employee or position.
- 2.1.3 A volunteer may not perform functions traditionally performed by a University employee and may not provide services that are substantially the same as those provided by a University employee in a paid position without approval by the Office of Human Resources.
- 2.1.4 Volunteer arrangements may not be used to circumvent the established processes that govern the University hiring process.
- 2.1.5 Volunteer status may not be used as a way to avoid or defer compliance with the employment eligibility requirements of federal immigration laws.
- 2.1.6 An individual younger than eighteen (18) years of age may only become a volunteer as part of an approved University program and only with parental consent.
- 2.1.7 Volunteers are not covered by the Fair Labor Standards Act.
- 2.1.8 Volunteers are not eligible for compensation or University employment benefits.
- 2.1.9 Volunteers are eligible for workers' compensation coverage as a result of their volunteer association with the University.
- 2.1.10 Volunteers may be indemnified by the University.
- 2.1.11 Volunteers who have significant contact with minors as defined in USU Policy 2403: Protection of Minors or are performing duties in security sensitive positions must have a background check in compliance with USU Policy 3301: Criminal Background Checks.
- 2.1.12 Volunteers are expected to abide by University policies, procedures, and external regulations that govern the area where they are performing service. Volunteers must complete all appropriate forms, including the Volunteer Services Agreement.

2.1.13 All volunteer services must be approved and accepted by the University prior to performance of the service.

2.1.14 University departments are responsible for ensuring that a potential volunteer has appropriate experience, qualifications, and training for the tasks to be performed.

2.2 Volunteers are prohibited from

- 2.2.1 Operating heavy equipment without appropriate training, experience, and authorization;
- 2.2.2 Working with hazards covered by Biosafety Level III (BSL-III) protocols;
- 2.2.3 Working with or having access to any export-controlled materials;
- 2.2.4 Working with hazardous materials or select agents;
- 2.2.5 Working with stored energy (e.g. physical energy stored in air, gas, steam, water pressure, or in springs, elevated machines, rotating flywheels, fan, hydraulic systems, etc.);
- 2.2.6 Any activity considered inappropriate for an employee;
- 2.2.7 Entering into a contract on behalf of the University; and
- 2.2.8 Working with bio-hazardous or infectious materials.

3017.3 RESPONSIBILITIES

3.1 Departments

Responsible for properly screening and engaging potential volunteers and confirming that the potential volunteer has submitted all appropriate forms, including the Volunteer Services Agreement, prior to the beginning of volunteer service. Signed Volunteer Services Agreements must be retained in accordance with the University's document retention policies.

3.2 Human Resources

Responsible for reviewing and approving exceptions to the Volunteer Services Policy.

3.3 Risk Management

Responsible for reviewing risk concerns, workers' compensation claims, and indemnification issues.

3.4 Volunteer Supervisors

Responsible for ensuring that volunteers are following all applicable policies and procedures and are performing their assigned tasks correctly and safely.

3.5 Volunteers

Responsible to complete a Volunteer Services Agreement prior to beginning their volunteer service.

3017.4 REFERENCES

- Fair Labor Standards Act

3017.5 RELATED USU POLICIES

- USU Policy 2101: Discrimination Complaints
- USU Policy 3003: Drug and Alcohol-Free Workplace
- USU Policy 3004: Employee Privacy and Confidentiality
- USU Policy 2102: Sexual Harassment
- USU Policy 3015: Violence in the Workplace
- USU Policy 344: Use and Security of University Property
- USU Policy 3301: Criminal Background Checks
- USU Policy 2403: Protection of Minors
- USU Policy 4106: Intellectual Property

3017.6 DEFINITIONS

6.1 Volunteer

Any individual who donates approved and accepted services that are directly related to the business of the University or that support the activities of the University without the promise, expectation, or receipt of any compensation, future employment, or any other tangible benefit.

Information below is not included as part of the contents of the official Policy. It is provided only as a convenience for readers/users and may be changed at any time by persons authorized by the President, subject to review by the USU Policy Committee.

RESOURCES

Procedures

Guidance

Related Forms and Tools

- [Volunteer Services Agreement](#)

Contacts

- [Risk Management](#)

POLICY HISTORY

Original issue date: 2019/09/25

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