



Policy Number:	5521-26	Policy Title:	Volunteers
Original Effective Date:	10/10/17	Department:	Human Resources
Date Last Revised:	(new)		

Policy Statement:

The University benefits from the volunteer services of alumni and friends of the University who support the University's programs in a variety of ways. Examples of the University's use of volunteers include:

- Accompanying faculty, staff, and students on University-run events and trips
- Supporting on- or off-campus alumni events
- Assisting with student-related programs, events, functions, clubs, and activities
- Speaking engagements or greeting/hosting services at, or on behalf of, the University
- Performing Assistant Coaching duties

Purpose:

The purpose of this policy is to establish guidelines for

1. Selection and Approval of Volunteers
2. Communicating Expectations
3. Evaluating Service
4. Liability and Insurance Matters
5. Relationship of Volunteerism to Personal Time and Travel
6. Stipends and Other Remuneration

Procedure:

1. Selection and Approval of Volunteers
 - 1.1 Volunteers must be selected by the Dean or Director of a School or Department, who will make a recommendation to their overseeing President's Cabinet member for consideration and approval of the volunteer.
 - 1.2 A recommendation must be made in writing, and explain the following:
 - 1.2.1 Who is the volunteer and how is s/he known to the Dean/Director?
 - 1.2.2 What is the type of service for which the volunteer is being considered?
 - 1.2.3 How will instructions and oversight be provided, and by whom?
 - 1.3 Volunteers shall be asked to review and sign the University's Statement of Faith and Community Life Covenant. Response to these documents shall be considered before agreeing to use the volunteer's services.
2. Communicating Expectations
 - 2.1 It is the responsibility of the Dean or Director of the School of Department utilizing the services of a volunteer to ensure that the volunteer is informed of

- the expectations for schedule, attire, behavior, duties, person(s) with whom they'll be interacting, etc.
- 2.2 Volunteers who will have contact with minors must be under the direct and constant supervision of a regular employee who has current PA State Police, Child Abuse, and FBI clearances on-file with the University.
 - 2.3 Volunteers who will have exposure to confidential information must agree to abide by confidentiality guidelines and must have a signed Volunteer Agreement on file.
3. Evaluating Service
 - 3.1 Continued use of a volunteer is encouraged so long as the individual fulfills commitments, performs duties in adherence to expectations, and represents the University well. Should a volunteer fall short in any of these areas, the University is under no obligation to continue to engage them as a volunteer and steps should be taken to thank them for their service and discontinue seeking their services. Notification of such action should be communicated to the overseeing Sr. Vice President so that the status can be made known to others, as needed.
4. Liability and Insurance
 - 4.1 The University's liability insurance provides protection for volunteers so long as an accident or injury is sustained "while the individual is actively performing volunteer duties at the direction of, and on behalf of, the University.
 - 4.2 Accidents or injuries incurred by volunteers should be reported to the Director of Business Services.
 - 4.3 Volunteers who have vehicular accidents using their own vehicle to go to or from a venue at which they will be providing volunteer services are not covered under the University's policy.
 - 4.4 Volunteers who become injured at an off-campus event location but not while performing volunteer duties are not covered under the University's policy for such injury.
5. Relationship of Volunteerism to Personal Time and Travel
 - 5.1 Employees interested in combining business and personal travel, must request such arrangement to their Sr. Vice President. Specifics regarding who is accompanying the employee and how the employee will manage work time and instance, and approval for a given trip or activity does not imply approval for similar or repeated instances.
 - 5.2 Spouses and other family members who wish to participate with the employee in the employees' performance of duties must be approved as an official volunteer of the University. If not approved as a volunteer, they may not join or assist the employee during the work-related portion of the trip.

- Children under the age of 18 are not permitted to participate with the employee in any way during the employee's performance of duties.
- Approvals will be provided at the sole discretion of the University, and consideration will be given to the:
 - need for or benefit of volunteer support of the event
 - employee's ability to perform well and limit distractions
 - anticipated itinerary for the event such that spouse/family travel can sensibly fit into the schedule
 - ability to clearly track and separate work time, work travel, and work-related expenses from personal time, personal travel and personal-related expenses incurred in the trip
 - employee's commitment to ensure professional standards of conduct throughout trip

6. Stipends and Other Remuneration

- 6.1 Volunteer positions are unpaid and volunteers are not employees. However, the University may provide some or all of the following, depending on the volunteer's function. When not delineated under existing approved policies or manuals (such as the University-provided scholarships for volunteer coaches, and mission manuals for volunteer trip assistants) the provision of stipends or payment or reimbursement for expenses is at the discretion of the Sr. Vice President overseeing the function.

Mary W. Boyer

President Cabinet Representative

October 10, 2017

Date