



Volunteer Policy & Procedures

ADM 31.0

Office of Human Resources

Policy Type: Administrative
 Applies to: Faculty, staff, student employees and all volunteers

POLICY DATES

Issued: July 1, 2020
 Revised:
 Edited:
 Reviewed:

This policy addresses the engagement of volunteers for services of UMU. This will define the relationship, responsibilities, privileges, and the liability associated with volunteer services at Mount Union. This policy will assist with accepting volunteers. It will reduce risk and protect the interests of the University and its volunteers.

Definitions

| Term | Definition |
|-----------------------------------|--|
| Volunteer | An individual who freely and may repeatedly perform subsidiary services directly related to UMU, helps with activities, or wants to gain experience in certain endeavors, without compensation, promise, or expectation of future employment or other tangible benefit. Volunteers are not considered to be employees, and are not eligible for any benefits, including workers' compensation or unemployment. Volunteers may be seasonal, students, alumni, retirees, community members, or others. |
| Current employee – as a volunteer | Under the Fair Labor Standards Act (FLSA) a current university employee may not volunteer for the same type of services or duties performed in his/her paid position. Appropriate volunteer services must be given freely without pressure from the university. |

Policy Details

The University of Mount Union relies on volunteers to achieve our mission. The input and service of volunteers is viewed as a priceless resource. Volunteers are expected to abide by the University's policies and practices, and external laws and regulations that govern their actions. These may include but are not limited to those of ethical behavior, safety, confidentiality, and financial responsibility.

1. University departments may use volunteers to accomplish certain work as well as extend their budgets. The host department must contact the Office of Human Resources to properly authorize volunteer service(s) in accordance with all related guidance and procedures.
2. Qualifications, background and suitability of the individual must be considered before offering an opportunity to a volunteer.
3. All volunteers must be 18 years or older.
4. Services **not** requiring a volunteer application and agreement or policy acknowledgment forms may include:
 - a. Volunteer fundraising activities
 - b. Commencement volunteers
 - c. Move-in volunteers
 - d. Therapy animal owners/trainers
 - e. Public speakers
 - f. Reunion volunteers
 - g. Advisory boards
 - h. Other events, or occasions wherein minimal time is given by a volunteer (1 time/day) which may be approved at the discretion of the University (Office of Human Resources).
5. It is recommended that the host department offer a temporary name badge, with the University logo on it, for all volunteers to be easily identified while on campus.

Volunteer Policy & Procedures ADM 31.0

Office of Human Resources

Applies to: Faculty, staff, student employees and all volunteers

PROCEDURE

Issued: July 1, 2020

Revised:

Edited:

Reviewed:

1. Volunteers must complete and sign the Volunteer Application & Agreement, and acknowledgement of polices. These forms are available on iRaider and must be completed annually to be considered for volunteer service. Supervisors must review and sign the agreement form and forward the original to Human Resources. Each host department must maintain a log of all volunteers annually.
 - a. Volunteer Application & Agreement
 - b. Acknowledgment of Policies: Title IX, Acts of Intolerance and Harassment, FERPA, Statement of Business Conduct and Ethics, Safety Policy, Confidentiality, Illegal Acts Disclosure, Technology Resources Acceptable Use, Tobacco-Free Campus, Drug-Free Workplace, Travel Policies (if applicable).
2. All volunteers are required to have a criminal background check every 3 years and/or a motor vehicle background check every year (if applicable) as determined by Human Resources, other than the event exemptions listed under policy details #4. Background checks will be paid by the host office/department that is using the volunteers.
3. The host office/department would be responsible for the supervision of volunteers and responsible for referring or notifying Human Resources with concerns or violations of policy.

Responsibilities

| Position or Office | Responsibilities |
|-------------------------|---|
| Host Office/ Department | Oversee adherence to all policies and procedures for student or non-student volunteers. Maintain a log of all volunteers. |
| Student Conduct | Address violations of the policy for student volunteers. |

Contacts

| Subject | Office | Telephone | E-mail/URL |
|---------|---------------------------|--------------|-------------------------------|
| Policy | Office of Human Resources | 330-829-6560 | humanresources@mountunion.edu |

History

All changes must be listed sequentially, including edits and reviews. Note when the policy name or number changes.

Issued: July 1, 2020

Revised:

Edited:

Reviewed: