GUIDELINES FOR DEPARTMENTS USING VOLUNTEER SERVICES

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INTRODUCTION

The willingness of our volunteers to share their skills and talents is highly appreciated. As we bring volunteers into our community, it is important that we understand our responsibilities to both the volunteer and the University. The following information is meant to educate departments on a number of issues relating to volunteers. Part of this process includes the completion of the forms listed in Section IV, Approval Process. The forms and procedures address compliance related to volunteers.

Refer all international volunteers to International Programs Office (IPO). IPO will assist with the approval process for international volunteers.

Refer all 4H volunteers to 4H. 4H completes the approval process for its volunteers.

COMPLIANCE RELATED TO VOLUNTEERS

The Federal Fair Labor Standards Act (FLSA) allows public agencies, such as the University of Idaho, to use the services of volunteers under certain circumstances, such as:

A. The volunteer cannot perform the same type of services that he or she performs as a University employee, or perform services during normal working hours if the volunteer is employed by UI in any capacity. Note: University employees who are released by their dean/director to perform temporary services for another department (registration assistance, etc.) while on the University payroll are not typically “volunteers” (individualized analysis is required for those situations).

B. The volunteer must offer his/her services freely and without coercion, direct or implied, from the University.

C. The volunteer must perform service without promise, expectation, or receipt of compensation for his/her services. In some circumstances, volunteers can receive reimbursement for expenses, benefits, or a nominal fee. However, Human Resources (HR) must approve such payment arrangements and receive the appropriate withholding forms.

If any of the above criteria are not met, the services performed may constitute compensable time under the FLSA, and require payment of minimum wages and overtime by the unit.

A. Volunteers will self-identify US citizenship or eligibility for unrestricted employment in the US, unless they are performing a service that no one else is paid to do by completing the UI Information for Volunteers form.

B. Volunteers who will be in contact with minors (under age 18) must be approved by UI Risk Management (UI Risk) and be in compliance with APM 05.12 Protecting Minors, which may include being subject to a criminal background check.

C. Volunteers may not transport groups, students, minors, or non-UI affiliated persons on UI business or UI sponsored events and activities. Exceptions may be made only with prior approval of UI Risk.

D. For volunteers under the age of 18, written permission must be received from UI Risk and HR and from a parent or legal guardian. A waiver will be required with volunteers who are minors. Obtain from UI Risk.
E. No written volunteer agreements may be utilized other than those provided through HR, and the forms required in the volunteer Approval Process (Section IV).

F. Volunteers must be under the direct supervision of a paid University of Idaho employee. Supervision by a University employee means that the volunteer is given the means and the direction for the performance of service.

G. The volunteer should be engaged only where there is a legitimate need for services.

H. Volunteers must be engaged in activities related to the business or operations of the University of Idaho. Such activities are defined as services that furthers the goals and missions of the University in education, research, or community service.

I. Volunteers should have the skills necessary to perform service.

<table>
<thead>
<tr>
<th>Some examples of qualified volunteers:</th>
<th>Some activities where an individual is not generally qualified as a volunteer:</th>
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<tbody>
<tr>
<td>Docents</td>
<td>Employees from other universities or organizations doing joint research, or performing other services and activities with UI</td>
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<tr>
<td>Flower planting or gardening on campus grounds</td>
<td>Models in art classes</td>
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<td></td>
<td>Enrolled and accepted 4-H leaders</td>
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<tr>
<td>Coaches</td>
<td>Students in practicum, internship or work study programs</td>
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<tr>
<td>Recreational assistants</td>
<td>Students on class field trips</td>
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<td>Student registration assistants</td>
<td>Spouses, friends, or family members traveling with a UI employee</td>
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<td></td>
<td>Performers in theatre, music, dance, or other productions</td>
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<td></td>
<td>Participants in club activities</td>
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SUPERVISOR RESPONSIBILITIES

Ensure your volunteers are provided with information about University policies, procedures, and compliance requirements for safety and security; sexual harassment; drug and alcohol abuse; non-discrimination and equal opportunity, etc. Volunteers should also be informed of ethical codes or similar standards of conduct applicable to the department in which they provide volunteer services, as well as other relevant policies, such as policies on confidentiality of records, intellectual property, conflict of interest, etc. Prior to volunteers performing any services, the department must complete the Approval Process (Section IV).

Volunteers are not authorized to act in any way on behalf of the University in business or other matters, including purchasing property, signing contracts, leases or other agreements, hiring or supervising employees or otherwise attempting to bind the university to any agreement. Please do not ask them to fill any of those roles.

Volunteers are under no obligation to provide services to the University and are free to discontinue their volunteer activities at any time. Similarly, the University can require that the volunteer discontinue his or her service at any time, without advance notice.

Qualified volunteers are eligible for University of Idaho general liability coverage. General liability provides bodily injury and property damage to “other parties,” (non-UI). There is NO COVERAGE for injuries to the volunteers. There is NO COVERAGE for workers compensation for volunteers.
Approximation process

**Exceptions to the below process must approved in writing by UI Risk and HR.**

For all other volunteers, complete the following forms for each volunteer:

A. Volunteer Qualification Checklist (signed by Dean / Director)
B. UI Information for Volunteers (signed by volunteer)

Important Note: Refer all international volunteers to International Programs Office (IPO). IPO will assist with the approval process for international volunteers. Refer all 4H volunteers to 4H. 4H completes the approval process for its volunteers.

1. **Volunteer Qualification Checklist**

   The Volunteer Qualification Checklist is to be completed to ensure the necessary criteria are met for purposes of the Fair Labor Standards Act (FLSA), insurance, IRS and risk management. Questions regarding volunteer status should be directed to RM or HR.

   The college or division Dean/Director must sign off on a completed Volunteer Qualification Checklist and approve the volunteer services. The checklist will help departments determine whether additional review and approval by HR, UI Risk, or EHS is needed. If, in accordance with the Volunteer Qualification Checklist, the approval of HR, UI Risk or EHS is not required, no other documentation is needed, other than the volunteer’s signed form(s).

   The approval of HR, UI Risk or EHS is required in the following situations:
   a) University employees
   b) Compensated volunteers
   c) Volunteers under age 18
   d) Volunteers working with minors (under age 18)
   e) Volunteer service outside state of Idaho
   f) Volunteers operating vehicles
   g) Volunteers in contact with minors

   Department hosting volunteer will keep a copy of this completed form, and if applicable the supporting approval documentation, for two years AFTER volunteer service has been completed. Records related to minors will be retained permanently. Records will be available to applicable resources (i.e., HR, IPO, UI Risk, EHS) upon request of those resources.

   See Competition of Volunteer Qualification Checklist below for assistance in completing the document.

2. **UI Information for Volunteers**

   After completing the Volunteer Qualification Checklist, and once the volunteer has been approved, departments must get the volunteer’s signature on UI Information for Volunteers. The “information” form is designed to give volunteers important information about volunteering at UI. After reading the sheet, the volunteer is asked to
sign the form to indicate the volunteer has received the information and is an eligible volunteer. Obtain volunteer’s signature on this form.

Department hosting volunteer will keep a copy of this completed form for two years AFTER volunteer service has been completed. Records related to minors will be retained permanently. Records will be available to applicable resources (i.e., HR, IPO, UI Risk, EHS) upon request of those resources.

COMPLETION OF VolUNTEER QUALIFICATION CHECKLIST

The Volunteer Qualification Checklist is an online document found at http://www.uidaho.edu/infrastructure/pss/risk-management/volunteers. Departments will be asked to supply the following information:

A. Department Information –
   1. Requesting department name,
   2. Department requester’s name,
   3. Requester’s position title,
   4. Requester’s phone number, and
   5. Requester’s email.

B. Volunteer Information –
   1. Volunteer’s name,
   2. Volunteer’s address,
   3. Name of UI employee supervising volunteer,
   4. Job title of supervising employee,
   5. Location(s) of volunteer’s service, (city and state or location name and state if remote.)
   6. Date(s) and time(s) of volunteer service, and
   7. Specific tasks and duties to be assigned to volunteer.

C. Special Risks –
   1. Is the volunteer a University employee, Will the volunteer receive any compensation, (if yes, provide current position title, current department name.),
   2. Will volunteer receive any compensation, (if yes, provide comparable position title, comparable position’s hourly rage, non monetary compensation item and value of item, hourly rate of compensation or nominal fee to be paid, expenses to be paid for volunteer, benefits to be extended to volunteer, and a total amount of the previously listed compensation items),
   3. Is the volunteer under the age of 18,
   4. Will volunteer be working with minors (under age 18),
   5. Is any of the volunteers service taking place outside of the state of Idaho, (if yes, state the state the volunteer currently resides and the state that the volunteer’s service will take place),
   6. Will volunteer drive a vehicle for University business,
   7. Will volunteer be in a laboratory environment, and
   8. Will volunteer be in contact with animals or genetically modified materials.

D. Volunteer Qualifications –
   1. Is another employer paying the volunteer during the dates and times of volunteer service,
2. Is the person authorizing the volunteer services and / or supervising the volunteer a family member or cohabitant of or otherwise presenting a potential conflict of interest with the volunteer,
3. Is the person receiving course credit for their work,
4. Will the volunteer work under the direct supervision of, or be given the means and direction for the performance of work, by a paid UI employee,
5. Will the volunteer perform work where there is a legitimate need for services,
6. Is the work related to the mission or goals of the UI,
7. Does the volunteer appear to have the skills necessary to perform the work, and
8. Is the volunteer performing a service that no one is paid to do.

The requester will submit the completed Volunteer Qualification Checklist by clicking the submit button at the bottom of the online form. The requester will then receive an email with the form attached for them to review for referrals or stop here statements.

A. If requester has no REFERRALS to address, print the Volunteer Qualification Checklist for Dean or Director’s certification as part of your record for this volunteer.

B. If requester has REFERRALS, print the Volunteer Qualification Checklist and contact the unit(s) based on referral message. If the referring unit(s) authorizes and approves the specifically referred item, print their approval and retain with Volunteer Qualification Checklist. If all referral items have been approved, Dean or Director signs the Volunteer Qualification Checklist certification as part of your record for this volunteer.

Referral items that are not resolved with the referring unit will prohibit the use of the volunteer.

C. If requester received a notice, "Stop here. Volunteer does not qualify.", the service that the department would like the volunteer to participate in is not eligible for volunteer service.

Documentation for a volunteer’s service should include a signed Volunteer Qualification Checklist (including any supporting referral approvals) and the signed Information for Volunteers Document. Volunteer’s service may begin when all documentation is compiled.

RECORD RETENTION
The completed and signed Volunteer Qualification Checklist (along with any applicable approvals as required by Volunteer Qualification Checklist) and the signed Information for Volunteers should be retained by the department for two years after the volunteer service is completed. Records related to minors will be retained permanently.

If an incident arises from the volunteer service, HR, IPO, EHS, or UI Risk will contact the department for the appropriate forms.