



## UNIVERSITY VOLUNTEERS POLICY

**Policy Title:** University Volunteers

**Policy Type:** Administrative

**Policy Number:** 10-12 (2017)

**Approved:** 11/01/2017

**Responsible Office:** Human Resources

**Responsible Executive:** Chief of Staff

**Applies to:** University Community

### POLICY STATEMENT

Norfolk State University recognizes and values the contributions that individuals who serve as volunteers provide towards accomplishing the University's mission of teaching and engaging students with the community. Volunteers serve in a variety of roles and the University will take steps necessary to protect these individuals and the University community that they serve. Departments or Units may not discriminate in selecting Volunteers based on race, religion, color, sex, age, national origin or ancestry, genetic information, marital status, parental status, sexual orientation, gender identity and expression, disability, or status as a veteran.

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### PURPOSE

This policy provides guidelines for individuals to serve as volunteers at Norfolk State University or any of its locations. The goal of this policy is to ensure a safe and fully compliant campus environment and requires that all volunteers comply with all policies, rules and procedures of the

University. This policy will also define the responsibilities and requirements involved when individuals volunteer.

## **DEFINITIONS**

**Supervisor:** The employee who has primary responsibility for making decisions on hiring, assignment and monitoring of work, and performance management for at least one other individual within their work unit.

**Volunteer:** An individual who performs services for and directly related to the business of the University or in support of activities of the University without promise, expectation or receipt of compensation. A Volunteer is not an employee for purposes of the Fair Labor Standards Act, nor is he or she eligible for benefits. Potential Volunteers may be members of the public, alumni of the University, or retired University faculty or staff.

## **CONTACT(S)**

The Chief of Staff officially interprets this policy. The Chief of staff is responsible for obtaining approval for any revisions as required by BOV Policy #1 (2014) Creating and Maintaining Policies <https://www.nsu.edu/Assets/websites/policy-library/policies/01/BOV-Policy-01-Creating-and-Maintaining-Policies.pdf> through the appropriate governance structures. Questions regarding this policy should be directed to the Chief of Staff.

## **STAKEHOLDER(S)**

University Departments/Colleges/Schools

## **VOLUNTEERS POLICY CONTENTS**

Norfolk State University welcomes the engagement of volunteers in campus activities within the context of this policy. Volunteers are subject to background screenings which include, but are not limited to the Sex and Violent Offender Registry Check. Any individual listed on a registry that is part of the University's Sex and Violent Offender Registry Check or who has been convicted of an offense for which he or she must register as a sex or violent offender are not permitted to serve as a Volunteer.

Norfolk State University employees are not allowed to volunteer to perform duties closely associated with their job function; however employees are permitted to volunteer to serve at campus events or activities, as hosts/hostesses and ushers, or phone-a-thon participants during non-working hours. Employees may volunteer during their assigned University working hours by using annual leave with supervisor's approval.

## **Responsibilities**

- A. Department/unit heads are responsible for assessing the need for and completing the process for engaging volunteers in their area. Each department/unit must evaluate the services that a Volunteer will be expected to provide to be certain that the Volunteer

is: 1) providing services that are for and directly related to the business of the University or in support of activities of the University, 2) not replacing or displacing a compensable position within the department/unit, and 3) providing services that are not prohibited under the University's policies and guidelines. The department/unit head or assigned supervisor is expected to develop a written description of the Volunteer's duties, monitor all activities, and document the completion of the volunteer's service.

- B. Department/unit heads are responsible for ensuring that volunteers have the necessary qualifications, experience, and training to safely perform the duties assigned and for obtaining the necessary forms needed for conducting the required background checks prior to engaging the services of the Volunteer. A supervisor for each volunteer should be assigned by the department/unit head. The supervisor is responsible for providing training and ongoing supervision of volunteers assigned.

The Human Resources department will conduct the background investigation including the Sex and Violent Offender Registry Check and formally engage the selected volunteer if no reports of convictions or Sexual or Violent Offender registration is found. Human Resources will also maintain all background and volunteer agreement documents. Exclusions: Current Norfolk State University students and employees, human subjects involved in university research projects, guest lecturers or visiting evaluators, and university contractor employees, are excluded from the required volunteer background checks.

### **Volunteer Engagement, Performance and Termination**

- Volunteers are required to comply with all University policies, rules and procedures and are subject to training and confidentiality requirements. Upon completion of the required background checks, Volunteers must sign a Volunteer Agreement outlining the general terms of their engagement with Norfolk State University. Volunteers engaged to perform tasks involving temporary clerical work, phone-a-thons, special event greeters and hostess, etc., on a repetitive basis may not be required to complete the Volunteer Agreement. Minors (under age 18) may volunteer to serve the University with the signed consent of the parent or guardian.
- Volunteers who incur expenses on behalf of the University in the course of their assigned responsibilities will be reimbursed in accordance with established University procurement and travel policies.
- Either the University or the Volunteer may terminate the relationship at any time without advance notice to the other.
- The services of Volunteer will be assessed annually by the assigned supervisor for compliance with this and all other University policies by the department receiving services.
- Volunteers who provide services on a continuous basis will annually certify that no change has occurred to affect their background or arrest record.

## **PUBLICATION**

This policy shall be widely published and distributed to the University community. To ensure timely publication and distribution thereof, Human Resources will make every effort to:

1. Communicate the policy in writing, electronic or otherwise, to the University community within 14 days of approval;
2. Submit the policy for inclusion in the online Policy Library <https://www.nsu.edu/president/policy-library/index> within 14 days of approval;
3. Post the policy on the appropriate SharePoint Site and/or Website; and
4. Educate and train all stakeholders and appropriate audiences on the policy's content, as necessary.

Failure to meet the publication requirements does not invalidate this policy.

## **REVIEW SCHEDULE**

- Next Scheduled Review: 11/01/2020
- Approval by, date: President, 11/01/2017
- Revision History: *None – New Policy*
- Supersedes: *None – New Policy*

## **RELATED DOCUMENTS**

### **FORMS**

NSU Volunteer Interest Form (<http://www.nsu.edu/policy/volunteer-interest-form.aspx> )

Volunteer Agreement Form (<http://www.nsu.edu/policy/volunteer-agreement-form.aspx> )