



## **Salve Regina University**

### **Use of Volunteers - Guidelines and Requirements**

#### **Purpose**

Salve Regina University values the contributions and services of volunteers and seeks to provide unique opportunities for volunteers to gain and develop professional and practical skills. In an effort to maximize the benefits of the volunteer experience and to ensure compliance with University policies and federal and state employment laws, the University has developed the following guidelines with respect to volunteer opportunities at Salve Regina University.

#### **Guidelines**

A volunteer generally performs services without promise, expectation or receipt of compensation or benefits and without coercion or pressure from the employer. Volunteers perform supplemental tasks, projects or duties that would not normally be performed by paid employees and are not to be used to eliminate or take the place of a paid, regular employee.

Volunteers may not be used in full-time or long term assignments. Volunteer opportunities are expected to be part-time (not to exceed 19 hours per week), sporadic or of limited duration.

Generally speaking, volunteers are expected to be at least 18 years old.

Non-exempt ("hourly") employees are not permitted to perform in a volunteer capacity on behalf of the University. Non-exempt employees must be compensated for all time worked, even if it is not within their usual department or position.

## Requirements for Supervisors

The following describes the responsibilities and requirements of the University supervisor of a volunteer.

- I. **Role Description** – Develop a written description of the role, duties and responsibilities that the volunteer will perform. The description of responsibilities should indicate the number of hours per week, the duration of the assignment and should emphasize the academic nature of the relationship so that it is clear that critical business work is not being assigned to a volunteer. The written role description should not include duties that would normally be performed by an employee. In addition, the written description should indicate that the role being performed does not constitute employment with the University and that the duties being performed are not compensable.
- II. **Background Check and Required Forms** - Ensure that all appropriate forms are completed. Consult with Human Resources to make sure that your volunteer has complied with and completed all the required Human Resources related forms prior to beginning the volunteer assignment. Before performing any activities, a volunteer must satisfactorily clear a background check. In addition, all volunteers must complete a Volunteer Agreement Form, Personal Information Form, Policy Receipt Acknowledgment and Confidentiality Agreement Form, and watch a brief video about protecting minors on campus to comply with the University's training requirements for volunteers.
- III. **Supervision** – Effectively manage and mentor your volunteer. Develop an appropriate training and orientation plan. Provide appropriate resources and support including regular and ongoing guidance and feedback. Ensure that your volunteer understands and complies with University policies and guidelines.
- IV. **Proper Work Environment** – Establish an appropriate work space for the volunteer. Work with your department manager if additional services or access is needed.
- V. **Ensure Confidentiality** – Establish and clarify expectations with regard to the confidentiality of University or student information. Volunteers should not generally have access to student, employee or other confidential data. If a volunteer has the potential to come into contact with or must have access to confidential information in order to perform their role, be sure to review confidentiality guidelines and clarify expectations.
- VI. **Maintain Records of Volunteers** – Maintain pertinent records and information about your volunteer including resume, address, telephone number and other relevant documents related to their volunteer assignment.

## Responsibilities and Requirements for Volunteers

The following describes the responsibilities and requirements of the volunteer.

- I. **Volunteer Agreement and Personal Information Form** – Prior to commencing a volunteer assignment, review and sign a Volunteer Agreement Form. Volunteers must also complete a Personal Information Form, including their emergency contact information.
- II. **Background Checks** - Before performing any activities or duties, a volunteer must satisfactorily clear a background check. Prospective volunteers will receive an email from Human Resources with instructions on completing the background check.
- III. **Compliance with University Policies** – Volunteers must comply with all University policies and guidelines and applicable federal and state laws. A policy receipt acknowledge form must be completed by the volunteer. Violation of any University policy may result in the immediate termination of the volunteer assignment. Additionally, all volunteers are required to watch a brief video about protecting minors on campus in order to comply with the University’s training requirements for volunteers.
- IV. **Confidentiality** - Volunteers should not generally have access to student, employee or other confidential data. If a volunteer has the potential to come into contact with or must have access to confidential information in order to perform their role, s/he must meet with their immediate supervisor to review and understand Salve’s confidentiality guidelines and policy. Volunteers are required to sign a confidentiality agreement as a condition of their volunteer assignment.
- V. **Injuries** –Volunteers should immediately report to the Office of Campus Safety and Security any accidents or injuries obtained while performing their duties or activities related to their volunteer assignment. Volunteers may be covered by the University’s insurance if injured while performing as a volunteer for Salve.
- VI. **Use of Personal Vehicle** - When a privately owned vehicle is used for Salve business purposes, the motor vehicle operator’s personal auto insurance will be considered the primary coverage and the University’s automobile insurance coverage will be secondary. The motor vehicle operator’s personal auto insurance will remain the ONLY source of insurance relief for damage to the motor vehicle operator’s personal auto. The University holds liability insurance that extends to employees driving vehicles for work related business on approved work time. This coverage is provided for liability related to auto accidents, but does not cover collision or physical damage to property. It is recommended that employees using personal vehicles for work related business carry collision including business use, on personal auto insurance, as well as bodily injury as indicated. Please note that lending your personal vehicle to a fellow employee or student does not qualify as a University business purpose.

### CLAIMREPORTING

If Volunteers are involved in automobile accidents while on University business that involves any type of bodily injury or third party property damage, they must complete a University accident form immediately.

**Salve Regina University reserves the right to revoke or amend this policy at any time and for any reason.**