



Policies and Procedures

X.XX / Volunteer Policy

PURPOSE:

Wichita State University (“University”) recognizes the vital role that Volunteers play in accomplishing its mission. This policy characterizes the nature of Volunteer service; establishes mechanisms to promote a safe, productive, and mutually beneficial environment; specifies allowable Volunteer services with appropriate authorization; and the actions necessary for Volunteer services.

POLICY STATEMENT:

This policy is intended to reduce risk and protect the interests of the University, its Volunteers, and the community it serves.

DEFINITIONS:

Volunteer

1. Individuals serving at the University who are not covered by the Fair Labor Standards Act and are not considered Employees for any purpose.
2. Volunteers are not eligible for wages, compensation, and remuneration of any sort, Employee benefits, or unemployment benefits.
3. Volunteers must be at least sixteen (16) years old to serve as a Volunteer, or at least eighteen (18) years old to serve as a Volunteer to perform hazardous tasks,.
4. Volunteers understand and agree that the University may terminate the Volunteer service for any reason, at any time, without prior notice or cause.
5. Active University Employees may not Volunteer in any capacity in which they are employed, and may not perform any service or function which is the same as, substantially similar to, or related to the Employee’s regular work at the University.
6. May not displace an active University employee, or perform functions traditionally assigned to a University employee, and may not provide services that are substantially the same as those provided by an employee in a paid position.
7. Have no assurance or reason to expect the University will offer employment following the Volunteer period.
8. U.S. citizens or non-U.S. citizens holding lawful permanent resident status or who are asylees or refugees may serve as Volunteers. Non-U.S. citizens who reside in the United States on a visa may be limited in the type of Volunteer services they can provide or be prohibited from volunteering in any capacity at the University.

9. Volunteers are prohibited from engaging in any of the following activities at the University:
 - a. Operating heavy equipment, including State vehicles
 - b. Working with stored energy (steam, electricity, hydraulics)
 - c. Actions considered inappropriate for any Employee
 - d. Entering into a Contractual/Consultant Agreement with the University
 - e. Working with infectious or potentially infectious agents, including bodily fluids
10. Volunteers must be eighteen (18) years of age to perform the following activities:
 - a. Laboratory Work
 - b. Professional services, such as those performed by accountants, architects, engineers
 - c. Travel
 - d. Working with animals or in laboratories where animals are present
 - e. Working with or requiring access to confidential information
 - f. Working with minors, patients, or human subjects
 - g. Public speaking on behalf of the University
 - h. Museum gallery guide

Employee - An individual who, when hired, provides services on a regular basis in exchange for compensation, receives a W-2, and who does not provide these services as a part of an independent business. This includes temporary and part-time Employees.

Familial Relationship –Includes domestic partner, spouse, parent, grandparent, children, grandchildren, brother, sister, aunt, uncle, niece, nephew; related by blood, marriage or adoption. The term “domestic partner” as used here, means a person with whom another person maintains a household and an intimate relationship, other than a person to whom such person is legally married.

Host Department – A University department that determines the need for a Volunteer. The department oversees the Volunteer services at the University.

PROCEDURE:

1. Host Department determines the need for a Volunteer.
2. Host Department prepares a written description of the service to be engaged in by a Volunteer. This documentation should be kept by the department and be readily available for review.
3. Host Department selects the Volunteer based on the needs of the Volunteer position.
4. Host Department ensures the Volunteer completes a Volunteer Service Agreement and Release Form based on the following criteria:
 - a. Volunteers over the age of eighteen (18) must complete and sign a Volunteer Service Agreement & Release Form prior to performing volunteer services.
 - b. Volunteers under the age of eighteen (18) must complete a Volunteer Service Agreement & Release Form that includes a parent or guardian’s signature, prior to performing Volunteer services.

5. The completed Volunteer Service Agreement and Release Form is returned to the Host Department.
6. The Host Department determines the need for a criminal background check. A criminal background check may be required for the following reasons:
 - a. The Volunteer will be handling financial transactions
 - b. The Volunteer will be working directly with minors.
7. If a criminal background check is deemed necessary, the Background Check Authorization Release is completed, sent to Human Resources to be processed, and cleared by Human Resources prior to the Volunteer performing services.
8. Volunteers are required to complete any necessary department training for the Volunteer position.
9. Volunteers may be required to obtain and display or wear any identification required by the Host Department.
10. Payment to a Volunteer is not permitted under any circumstance. However, a Host Department may reimburse Volunteers for actual and reasonable expenses, following University guidelines for reimbursements. Reimbursements may not be a substitute for compensation and cannot be linked to productivity.
11. Volunteers should not be supervised by anyone with a familial relationship.

RESPONSIBILITIES

Host Department:

- Be knowledgeable of the University policies and procedures.
- Assess the services that a Volunteer is expected to provide to and ensure compliance with this policy.
- Obtain verification of the eligibility to serve as a Volunteer, as detailed in the definition of Volunteer above.
- Consult with Human Resources regarding any questions about Volunteers.
- Ensure a background check is completed prior to engaging the services of a Volunteer, if deemed necessary.
- Obtain appropriate signed Volunteer agreements.
- Maintain relevant forms and documentation for a period of three (3) years from the date the relationship with the Volunteer ends.
- Ensure there is no conflict of interest with the Volunteer.
- If an injury occurs to a Volunteer while the individual is on University property and/or providing service to the University, the department shall complete and submit the workers compensation Employee accident or illness report to Human Resources within 48 hours of the accident. (Submission does not guarantee coverage.)

Volunteers:

- Abide by all University policies and procedures.
- Provide necessary information for a Wichita State University background check.
- If applicable, provide documentation of citizenship or verification of eligibility under the terms of their visa to serve as a Volunteer for the University.
- Sign and adhere to a Volunteer agreement, as applicable.

- Perform services only within the scope of the Volunteer position.
- Understand that in the event of an accident while a Volunteer is performing services to the University, workers' compensation is not guaranteed and will be determined by the State of Kansas.

Human Resources:

- Assist Host Department in determining whether a position qualifies as a Volunteer position.
- Support Host Department in the event of a volunteer injury.