



SUBJECT: VOLUNTEERS	Effective Date: 10-6-14	Policy Number: 6.1	
	Supersedes: New	Page 1	Of 4
	Responsible Authority: Vice President for Student Affairs Vice President for Financial Affairs		

APPLICABILITY/ACCOUNTABILITY:

This policy provides general guidelines for the recruitment, screening, training, responsibility, utilization and supervision of volunteers providing services to the University.

POLICY STATEMENT:

Florida Atlantic University welcomes volunteer support to assist with the University’s mission of education, research and public service. This policy is designed to ensure that the relationship between FAU and volunteers is clearly established and understood by all parties.

DEFINITIONS:

Volunteers: University volunteers are uncompensated individuals who perform services directly related to the business of the University. Volunteers are classified as either Category One or Category Two Volunteers. Solely for purposes of this policy, individuals such as guest speakers, members of alumni or advisory boards for college and schools, affiliate faculty, reserve police, and University Board of Trustees are not included in the definition of volunteer.

Category One Volunteers: Category One Volunteers are individuals who have a significant or recurring presence on campus and/or have significant or recurring interaction with students. Examples of Category One Volunteers include, but are not limited to, athletic team volunteers, coaches, and advisors of student organizations and student government programs.

Category Two Volunteers: Category Two Volunteers are individuals who have a limited presence on campus and/or limited interaction with students. Examples of Category Two Volunteers include, but are not limited to, Owl Parent Association volunteers, student move-in day volunteers, and fundraising volunteers.

PROCEDURES:

A. Responsibilities:

University volunteers are expected to abide by University regulations, policies and procedures and all Federal, State and local laws and regulations that govern their actions including, but not limited to, those relating to ethical behavior, safety, confidentiality, protected health information, computer use, financial responsibility and drug use. Additionally, volunteers must comply with all directives and instructions as communicated by the applicable departmental supervisor or designee.

Volunteers are not employees or agents of the University for any purpose and may not represent themselves as such or enter into any contracts or agreements on behalf of the University. They may not act or speak for the University, may not bind or obligate the University, and may not grant any type of University authorization or consent. A volunteer shall have no expectation of future employment at the University.

Volunteers will receive no compensation, monetary or otherwise, from the University. Volunteers are not eligible to receive University fringe benefits, including, but not limited to, retirement benefits, health, dental, or life insurance.

Volunteers may be entitled to workers' compensation and state liability protection in accordance with Florida Statutes.

B. Prohibited Activities:

Volunteers are prohibited from performing the following activities at the University:

1. Operating heavy equipment;
2. Operating University-owned watercraft;
3. Handling hazardous substances; and
4. Other activities as determined by the University or the applicable departmental supervisor or designee.

C. Who May Volunteer:

Anyone, including retirees, students, alumni, or others may provide volunteer services to the University, with the following restrictions:

1. A person who is under the age of eighteen (18) may only become a University volunteer with written parental consent.
2. A current employee may not become a University volunteer at the University in any capacity in which he or she is employed at the University, or which is essentially similar to or related to the individual's regular work at the University. A current employee may only volunteer for special events, such as United Way events or other similar events.

D. Supervisor's Responsibilities:

Each division, college and department is authorized to utilize volunteers to assist in carrying out its programs and mission.

It is the supervisor's responsibility, prior to the Volunteer providing service, to ensure that:

1. The volunteer classification is properly designated as Category One or Category Two.
2. Category One Volunteers have completed a Volunteer Registration form and a Volunteer Waiver and Release, and if a minor, a Parental/Guardian Authorization for the Treatment of Minors form. The Volunteer Registration Form is required to be completed for every new Category One Volunteer. This form is also required if the Volunteer changes departments.
3. Category One Volunteers have completed a Background Check, in accordance with current Human Resources procedures, by sending an email request to empl@fau.edu and include Volunteer's name, phone number, nature of appointment (Volunteer appointment), email address, and department index number.
4. Category Two Volunteers have completed a Volunteer Waiver and Release form, and if a minor, a Parental/Guardian Authorization for the Treatment of Minors form.
5. The Volunteer Registration form for Category One Volunteers has been reviewed by the applicable departmental supervisor or designee and a determination has been made as to the suitability of the volunteer. FAU employees acting as volunteers are not required to complete the Volunteer Registration form and background check.
6. The volunteer is provided with information regarding the specific tasks and/or duties to be performed and relevant training if necessary.

The initiating division, college and/or department are responsible for all costs associated with service provided by Volunteers. The Volunteer Registration and Waiver and Release forms, and if applicable, Parental/Guardian Authorization for the Treatment of Minors form are to be kept on file by the initiating party with a copy sent to the Weppner Center for Civic Engagement & Service office. These forms should be kept on file for 5 fiscal years following the termination of their volunteer service.

E. Dismissal:

A University Volunteer's service may be terminated at any time and without prior notice.

F. Contact Information:

If anyone has questions about this policy, please contact the Weppner Center for Civic Engagement and Services (WCCES) for assistance. WCCES will consult, when necessary, with Human Resources.

INITIATING AUTHORITY: Vice President for Student Affairs

POLICY APPROVAL
(For use by the Office of the President)

Policy Number: 6.1

Initiating Authority

Signature: _____ Date: _____
Name: Dr. Corey King

*Policies and Procedures
Review Committee Chair*

Signature: _____ Date: _____
Name: Elizabeth F. Rubin

President

Signature: _____ Date: _____
Name: Dr. John Kelly

Executed signature pages are available in the Office of the General Counsel