



NSHE VOLUNTEER POLICY

Volunteers provide an invaluable service to the NSHE; therefore, we need to ensure that our volunteers are protected in case they sustain injuries while performing these services for the university.

The purpose of this volunteer policy and procedure is to provide NSHE institutions and campuses with guidelines that will assist them in properly selecting their volunteers, obtaining needed information from volunteers, and ensuring that volunteers have workers' compensation and general liability coverage.

Who is considered a volunteer?

A volunteer is any individual who performs a service for and directly related to the business of the NSHE, without the expectation of monetary or material compensation. There are different types of volunteers:

- Category A – a person who performs a volunteer assignment for three days or less.
- Category B – a person who performs a volunteer assignment for more than three days or on a recurring basis.
- An adjunct or clinical faculty member
- A non-paid board member
- Community Service Workers

Volunteers are expected to abide by university policies and regulations that govern their actions, including but not limited to those of ethical behavior, confidentiality, financial responsibility, and drug and alcohol use.

The department head must select volunteers who meet the minimum qualifications to perform the tasks. Volunteers may not replace classified employees who have been laid off.

A volunteer may not perform any work until he/she has signed the volunteer agreement form detailing the nature of the work to be performed and the relationship of the volunteer to the university.

Volunteers are not considered employees for any purpose other than workers' compensation and general liability protection. Therefore, they are not eligible for retirement and health benefits, other than workers' compensation, as a result of their volunteer status.

Volunteers serve at the pleasure of the institution. Accordingly, a volunteer assignment can be terminated at the discretion of the institution without notice or cause.

Volunteer Screening

Each department can establish their own screening process that best meets their needs. A prospective volunteer may be required to undergo a rigorous screening process to determine fitness for the assignment. It is strongly recommended that each department develop a description of the volunteer assignment prior to the screening process. This will assist in determining the experience, qualifications, and training needed to fill that assignment. Such a process may include, but is not limited to: interview, a background check, fingerprinting, and reference check.

Volunteer Training

Each department will be responsible for training their volunteers. If volunteers will be working with machines and/or equipment, they must be provided with the proper protective gear. Training must be completed successfully before the volunteer may begin the assignment. If the volunteer will be working with machines and/or equipment, they must be supervised by a trained staff member or experienced volunteer.

Minors

A person under the age of eighteen may only become a volunteer with parental consent. Minors are not allowed to work with any type of machinery and/or equipment under any condition.

Employee performing volunteer service

Under the Fair Labor Standards, a non-exempt employee cannot be both a paid employee and non-paid volunteer while performing the same type of work for the same employer. For example, a program assistant in the History Department cannot be considered a volunteer if their volunteer assignment requires them to perform program assistant duties in the Sociology Department. Although the definition of a non-exempt employee is complex, any hourly employee who is entitled to overtime, such as a classified employee, is generally considered to be non-exempt.

INSURANCE REQUIREMENT

For workers compensation purposes, volunteers are considered employees of the NSHE while they are performing their duties for the NSHE.

PROCESS GUIDELINES FOR DIFFERENT TYPES OF VOLUNTEERS

Category "A" and "B" volunteer	Develop a description of the volunteer assignment
	Determine the experience, qualifications, and training needed
	Recruit volunteers
	Perform appropriate screening of prospective volunteers
	Upon acceptance of a volunteer, complete the following: a. Explain the manner and method by which the volunteer will be expected to perform their assignment. (Use the volunteer assignment description form). Ensure that the volunteer is physically able to perform these duties b. Explain all policies and procedures that apply to the volunteer c. Provide any assignment specific training that is deemed necessary d. Upon completion of training and review of assignment, have volunteer read and sign the volunteer agreement form.
	Obtain emergency contact information. Emergency contact information can be obtained by having the volunteer complete a Personal Data Sheet
	Provide a copy of the Volunteer Agreement form to the appropriate Human Resources Office.

Adjunct/Clinical Faculty Procedure	Select an adjunct/clinical faculty member
	Complete a Terms of Employment for Adjunct and Clinical Faculty contract
	Explain the policies and procedures that apply to the adjunct/clinical faculty member
	Have the adjunct/clinical faculty member sign the Terms of Employment for Adjunct and Clinical faculty Contract and the Volunteer Agreement form.
	Obtain emergency contact information. This information can be obtained by having the adjunct/clinical faculty member complete a Personal Data Form
	Distribute the contract to the appropriate parties
	Provide the appropriate Human Resources Office with a copy of all accepted contracts
	Board Member Procedure
	Explain all policies and procedures that apply to the board member

	<p>Obtain emergency contact information. This information can be obtained by having the board member complete a Personal Data Form and Volunteer Agreement form.</p>
	<p>Provide a copy of the Volunteer Agreement to the appropriate Human Resources Office.</p>
<p>Community Service Workers</p>	<p>Develop a description of the volunteer assignment</p>
	<p>Determine the experience, qualifications, and training needed</p>
	<p>Perform appropriate screening of prospective volunteers</p>
	<p>Upon acceptance of a volunteer, complete the following:</p> <ul style="list-style-type: none"> a. Explain the manner and method by which the volunteer will be expected to perform their assignment. (Use the volunteer assignment description form). Ensure that the volunteer is physically able to perform these duties b. Explain all policies and procedures that apply to the volunteer c. Provide any assignment specific training that is deemed necessary d. Upon completion of training and review of assignment, have volunteer read and sign the volunteer agreement form.
	<p>Obtain emergency contact information. Emergency contact information can be obtained by having the volunteer complete a Personal Data Sheet.</p>
	<p>Provide a copy of the Volunteer Agreement to the appropriate Human Resources Office.</p>