



## UNIVERSITY POLICY

### HUMAN RESOURCES POLICIES

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**Number: 309**  
**Subject: Volunteer Position Policy**  
**Covered Individuals: UIU Employees and Volunteers**  
**Covered Campus Locations: All Locations**  
**Effective Date: December 5, 2018**  
**Last Revision:**

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#### **PURPOSE**

Volunteers at Upper Iowa University (UIU) experience many benefits which include opportunities to learn, share their knowledge, and volunteer within the UIU community. Whatever the task or assignment, UIU recognizes that volunteering contributes in an important way to the mission and vision of UIU.

#### **DEFINITION**

Volunteers – individuals offering their time to UIU as per their assigned volunteer duties.

#### **POLICY**

UIU is concerned with and committed to providing safety for University employees, volunteers, and students. All volunteers at UIU are required to follow the policy and process outlined below.

- a. Supervisors must complete a UIU Volunteer Request Form and route the form to the department Vice President, Human Resources, and President for approval.
- b. Upon approval, the Volunteer Acknowledgement Waiver and Release form must be completed by the volunteer.
- c. These documents can be obtained through the Human Resources department or on MyUIU.
- d. All volunteers must complete and sign a Background Check Release form. A successful background check must be completed on any volunteer before volunteer services can begin.
- e. All volunteers must sign a confidentiality statement.

- f. If the volunteer position requires the volunteer to be given keys, or other UIU property, the department supervisor is responsible to collect such keys or property when the period of volunteer services ends.
- g. Employees who are interested in volunteering for UIU events or in other departments of the University will need to contact Human Resources for further direction prior to volunteering.
- h. Departments seeking volunteers externally from the University are responsible for recruiting. Any advertising for volunteers must be pre-approved by Human Resources.
- i. Volunteer responsibilities will be determined by department supervisors, will be performed under their general supervision, and will not replace or impair the work of any regular UIU employee.
- j. Volunteers are not covered by the Fair Labor Standards Act (FLSA) and therefore are not considered to be employees of UIU. Volunteers are not paid for their services and are not eligible for any benefits offered by the University.
- k. Volunteers must be age 18 or older.
- l. Volunteers are not insured by UIU under the Workers' Compensation Insurance Policy while volunteering for the University. Volunteers will not be eligible to receive any compensation for illnesses or injuries sustained while performing as a volunteer for the University. Volunteers assume all risk of loss of property as a result of their volunteer service. UIU is not liable for any damages or injuries that may be a result of volunteer activities.
- m. Volunteers are to abide by all the policies, procedures, rules, and regulations established by UIU as specified in the Staff and Administration Handbook or if volunteering in the Athletics department any NCAA regulations. Volunteers are not to be given any access to protected student or employee information, financial data, or any other private records or data unless necessary to perform their volunteer services.
- n. If driving is a part of the volunteer arrangement, the volunteer is subject to any University policies on driving, including age requirements, and will need to be approved as a qualified driver as outlined by Facilities Management.
- o. Volunteers may be reimbursed for incidental expenses incurred while providing volunteer services. The volunteer must receive prior authorization and approval for the expense and must submit documentation of the expense (e.g., a receipt) to the appropriate supervisor. The supervisor must work with the business office to ensure volunteer reimbursements are processed appropriately.
- p. The University reserves the right to terminate volunteer relationships at any time without cause and at its sole discretion.
- q. UIU visitor parking permits will be issued to volunteers who maintain an active status at the University.

## **RULES, PROCEDURES, GUIDELINES, FORMS, AND OTHER RELATED RESOURCES**

[UIU Volunteer Registration Form and Volunteer Acknowledgement & Waiver Agreement](#)

## **CONTACTS**

Acting as the Policy Owner, the Human Resources Department is responsible for answering questions regarding the application of this policy.

## **SANCTIONS**

N/A

## **HISTORY**

- November, 2018 – policy assembled by the Human Resources Department
- December 3, 2018 – policy recommended for approval by the University Policy Committee
- December 5, 2018 – policy approved by the President’s Council