



UNIVERSITY OF CENTRAL FLORIDA

Office of the President

SUBJECT: University Volunteers	Effective Date: 2/20/2018	Policy Number: 3-128	
	Supersedes:	Page 1	Of 5
	Responsible Authority: Director, Environmental Health & Safety		

APPLICABILITY/ACCOUNTABILITY

This policy applies to all University of Central Florida divisions, units, and departments using volunteers for services. This policy also applies to all University of Central Florida direct support organizations (DSO) staffed with university employees, such as the UCF Foundation, Inc.

BACKGROUND

The university recognizes the vital role that volunteers play in supporting the university's mission. This policy characterizes the relationship between the university and its volunteers and provides a procedure for minimizing risk and protecting the interests of the volunteer, the university, and the university community.

POLICY STATEMENT

Anyone, including current or retired employees, students, alumni, or others, may provide volunteer services to the university, with the following restrictions:

1. The university shall not permit volunteers to engage in high-risk activities as part of their services without appropriate oversight or training;
2. Regular employees cannot be displaced or replaced in performance of their normal duties by volunteers;

3. Volunteers are not authorized to act on behalf of the university in business matters, such as purchasing, contracts, or contact with the media;

4. Departments wishing to offer a volunteer opportunity to a minor, excluding currently enrolled students, must first consult with Human Resources and ensure compliance with both federal and state labor laws regarding minors. Individuals under fourteen (14) years of age are not permitted as volunteers.

5. Current university employees may serve as volunteers in any capacity that is outside the course and scope of their paid employment with the university. Volunteer activities cannot conflict with employees' normal duties or working hours. Non-exempt employees must receive approval from Human Resources before engaging in volunteer activities for the university. Students may serve as volunteers for the university for services that are outside of their degree requirements;

6. Foreign Nationals with an F-1 or J-1 visa may engage in volunteer service as long as duties are performed without remuneration or any other type of compensation. Individuals holding an H-1B or J-2 visa are prohibited from volunteer service, as they cannot work in any position that could be paid a salary. All volunteer activities must comply with UCF Policy 4-209 Export Control Policy; and

7. Volunteers shall be expected to perform their services in a professional manner and in accordance with the policies and procedures of the university.

A volunteer is not considered an employee for any purpose. A volunteer is not eligible for university employment benefits, including annual leave, sick leave, retirement benefits, tuition benefits, health insurance, disability insurance, or unemployment insurance. Once an individual is registered as a volunteer with the university, he or she will be covered under the university's workers' compensation insurance for an illness or injury arising out of the volunteer services. Additionally, a registered volunteer is covered by the university's general liability and automobile liability coverage for claims arising from the volunteer's negligent acts or omissions within the course and scope of the volunteer's assignment.

DEFINITIONS

Foreign National. Any person who is not a lawful permanent resident of the United States, citizen of the United States, or any other protected individual as defined by 8 U.S.C. 1324(b)(3), including refugees and asylees.

High Risk Activities. Activities that include operating heavy equipment or machinery (not including passenger vehicles), working with hazardous materials, working with stored energy (e.g., steam, electricity, hydraulics).

Minor. An individual between the ages of fourteen (14) and eighteen (18) years of age. This individual must have her or his parent or guardian complete the consent form section of the Volunteer Services Agreement.

Non-Exempt. A class that has been designated as not exempt from the maximum hours and overtime pay requirements of the Fair Labor Standards Act (FLSA). Employees in positions designated as non-exempt who work more than 40 hours during a workweek must be paid overtime at time and a half for all hours worked over 40. This group includes OPS hourly, USPS Non-exempt, and A&P Non-exempt.

Registered Volunteer. A volunteer who has completed the Volunteer Services Agreement and has met the requirements outlined in this policy.

Volunteer. An unpaid individual who freely offers her or his services to the University of Central Florida without any expectation of receiving pay, compensation, or other benefits (e.g., faculty appointments within the College of Medicine), including future employment with the university, in order to support the activities and mission of the university and/or gain experience in specific endeavors. A volunteer is an individual who does not displace a current university employee and who does not currently hold a position performing the services that are the same as those for which he or she is volunteering.

PROCEDURE

Before an individual can start a volunteer assignment, departments must comply with the following procedure. Please note that it is the department's responsibility to ensure that the individual volunteer has adequate experience, qualifications, and training for the tasks he or she will be required to perform. The recruitment, screening, and assignment of volunteers shall be performed in accordance with university employment policies and procedures.

1. Once an individual has been selected for a volunteer assignment, the department and that individual are required to complete the Volunteer Services Agreement.
2. If the individual is under eighteen (18) years of age, then the parent or guardian for that individual must also give consent. Additionally, departments are required to obtain and keep record of the minor's age for the duration of their volunteer assignment.
3. Appropriate training, such as lab training, FERPA training, Export Control training, etc., must be completed prior to the start of the volunteer assignment.
4. Criminal background checks must be completed prior to the start of the volunteer assignment. In accordance with Human Resources policies and procedures, criminal background checks must be completed on the following:

- a. Volunteers who will be interacting with minors as part of their volunteer service. Exceptions to this must be approved by Risk Management;
- b. Employees who will be working with minors volunteering for the university; and
- c. Employees who have not previously been background checked and will be working with volunteers.

Criminal background checks should be completed on all other volunteers; however, it is left to the discretion of the department or at the recommendation of Human Resources or Environmental Health and Safety.

5. The Office of Export Control Compliance will review the proposed volunteer activities and the Volunteer Service Agreement for Foreign National volunteers to determine if a license is required by the U.S. Departments of State, Commerce, or Treasury, and to comply with UCF Policy 4-209 Export Control Policy

6. Volunteers who are expected or who will be asked to drive or transport passengers or property as part of their volunteer assignment shall provide a certified Motor Vehicle Record to the department with which they will be working, and the department shall verify that the volunteer has a valid driver's license, experience, and training to operate the appropriate class of vehicle for the volunteer assignment.

7. The completed Volunteer Services Agreement is to be filed with Environmental Health and Safety before the volunteer assignment can begin. Incomplete or non-legible agreements will be sent back to the department to complete before being accepted.

9. In accordance with UCF Policy 3-105 Keys policy, volunteers will not be issued university keys to university buildings and grounds.

8. Departments are to retain copies of Volunteer Services Agreements for a period of three years from the date of volunteer separation or termination.

FORMS AND RELATED INFORMATION

Volunteer Services Agreement:

<http://ehs.ucf.edu/riskmanagement/volunteers.html>

Certified Florida Motor Vehicle Record:

<http://www.flhsmv.gov/ddl/abstract.html>

Policy 2-100.4 Florida Public Records Act: Scope and Compliance:

<http://policies.ucf.edu/documents/2-100.4FloridaPublicRecordsActScopeAndCompliance.pdf>

Policy 4-209 Export Control Policy

<http://policies.ucf.edu/documents/4-209ExportControlPolicy.pdf>

Policy 3-105 Keys

<http://policies.ucf.edu/documents/3-105Keys.pdf>

University Regulation, Chapter 3: Personnel Matters:

<http://regulations.ucf.edu/chapter3/index.html>

CONTACTS

Environmental Health and Safety

P.O. Box 163500, Orlando, FL 32816-3500 Phone: (407) 823-6300

Human Resources

3280 Progress Drive, Suite 100, Orlando, FL 32826-3229 Phone: (407) 823-2771

INITIATING AUTHORITY

Vice President for Administration and Finance and Chief Financial Officer

POLICY APPROVAL (For use by the Office of the President)	
Policy Number: <u>3-128</u>	
Initiating Authority: <u>Will F. Menck</u>	Date: <u>2-19-18</u>
University Policies and Procedures Committee Chair: <u>Shonda L. Bishop</u>	Date: <u>1/29/2018</u>
President or Designee: <u>John C. Hill</u>	Date: <u>2/20/18</u>