



# STANDARDS FOR UNITS USING VOLUNTEER SERVICES

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## Introduction

The willingness of our volunteers to share their skills and talents is highly appreciated. As we bring volunteers into our community, it is important that we understand our responsibilities to both the volunteer and the University. The following information is meant to educate units on a number of issues relating to volunteers. The process includes the completion of the forms, referrals and approvals. The forms and procedures address compliance related to volunteers.

The Volunteer Qualification Checklist process is the responsibility of the unit. The process includes analysis for compliance (provided by completing the Checklist), and referrals to topic experts within the university. **If you receive a STOP, individual does not qualify**, the Volunteer Qualification Checklist will be terminated without submission. You may consult with Human Resources to discuss Stop Here statements. If you receive a referral statement when completing the Volunteer Qualification Checklist, it is your unit's responsibility to follow up with the topic experts referred to. Units are responsible for following the advice and recommendations of the topic experts, and documenting the unit actions. Units are responsible for collecting all relevant documentation and retaining the documentation. In the event of an incident involving your volunteer, it will be the responsibility of the unit to promptly provide UI Risk with the relevant documents.

UI Risk can answer questions about the process, but will refer a unit to the appropriate topic experts.

Refer all **4H volunteers** to 4H. 4H completes the approval process for its volunteers.

## Compliance Related to Volunteers

The Volunteer Qualification Checklist process must be done ANNUALLY for each volunteer, as service may not exceed one academic year. If your volunteer documents are over a year old, you must consult with Human Resources and you must complete the process again.

The Federal Fair Labor Standards Act (FLSA) allows public agencies, such as the University of Idaho, to use the services of volunteers under certain circumstances, such as:

- A. The volunteer cannot perform the same type of services that he or she performs as a University employee, or perform services during normal working hours if the volunteer is employed by UI in any capacity. Note: University employees who are released by their dean/ vice president to perform temporary services for another unit (registration assistance, etc.) while on the University payroll are not typically "volunteers" (individualized analysis is required for those situations).
- B. The volunteer must offer his/her services freely and without coercion, direct or implied, from the University.
- C. The volunteer must perform service without promise, expectation, or receipt of compensation for his/her services. In some circumstances, volunteers can receive reimbursement for expenses, benefits, or a nominal fee. However, Human Resources (HR) must approve such payment arrangements and receive the appropriate withholding forms.

If any of the above criteria are not met, the services performed may constitute compensable time under the FLSA, and require payment of minimum wages and overtime by the unit.

Additional information about compliance and volunteers:

- A. Volunteers will self-identify US citizenship or eligibility for unrestricted employment in the US, unless they are performing a service that no one else is paid to do by completing the UI Information for Volunteers form.
- B. If your volunteers will be in contact with minors (under age 18), your unit is responsible for implementing the Protection of Minors Standards. You will receive a “referral” notice, and it is your unit’s responsibility to arrange for a consultation with UI Risk.
- C. Volunteers may not transport groups, students, minors, or non-UI affiliated persons on UI business or UI sponsored events and activities. Exceptions may be made only with prior referral review and consultation with UI Risk.
- D. For volunteers under the age of 18, written permission must be received from UI Risk, HR and from a parent or legal guardian. A waiver will be required for volunteers who are minors. Obtain from UI Risk.
- E. No written volunteer agreements may be utilized other than those provided through HR and the forms required in the volunteer Referrals and Stop Here Process below.
- F. Volunteers must be under the direct supervision of a paid University of Idaho employee. Supervision by a University employee means that the volunteer is given the means and the direction for the performance of service.
- G. The volunteer should be engaged only where there is a legitimate need for services.
- H. Volunteers must be engaged in activities related to the business or operations of the University of Idaho. Such activities are defined as services that furthers that goals and missions of the University in education, research, or community service.
- I. Volunteers should have the skills necessary to perform service.

Some examples of qualified volunteers:	Some activities where an individual is not generally qualified as a volunteer:
	
Docents	Employees from other universities or organizations doing joint research, or performing other services and activities with UI
Flower planting or gardening on campus grounds	
Models in art classes	Students in practicum, internship or work study programs
Enrolled and accepted 4-H leaders	Students on class field trips
Coaches	Spouses, friends, or family members traveling with a UI employee
Recreational assistants	Performers in theatre, music, dance, or other productions
Student registration assistants	Participants in club activities

## Supervisor Responsibilities

Ensure your volunteers are provided with information about University policies, procedures, and compliance requirements for: safety and security; sexual harassment; drug and alcohol abuse; non-discrimination and equal opportunity, etc. Volunteers should also be informed of ethical codes or similar standards of conduct applicable to the unit in which they provide volunteer services, as well as other relevant policies, such as policies on confidentiality of records, intellectual property, conflict of interest, etc. Prior to volunteers performing any services, the unit must address and document any referral with the referring unit when the Volunteer Qualification Checklist is completed online,

assemble the documentation per Unit Process, and forward the documentation to their applicable college dean or division vice president for review and approval.

Volunteers are not authorized to act in any way on behalf of the University in business or other matters, including purchasing property, signing contracts, leases or other agreements, hiring or supervising employees or otherwise attempting to bind the university to any agreement. Please do not ask them to fill any of those roles.

Volunteers are under no obligation to provide services to the University and are free to discontinue their volunteer activities at any time. Similarly, the University can require that the volunteer discontinue his or her service at any time, without advance notice.

Qualified volunteers are eligible for University of Idaho general liability coverage. General liability provides bodily injury and property damage to “other parties,” (non-UI). Auto coverage is available for authorized volunteers who are also qualified to operate a university vehicle (see the Standards for University Owned, Rented or Leased Vehicle Use and Coverage for qualifications). There is NO COVERAGE for injuries to the volunteers or for damage to a volunteer’s personal vehicle. There is NO COVERAGE for workers compensation for volunteers.

## Referrals and “Stop Here” Statements

Section 4, Special Risks, and Section 5, Volunteer Qualifications, of the Volunteer Qualification Checklist will generate referrals to topic experts within the university or “stop here” statements based on the information entered into the system.

Section 4, Special Risks, will require the unit to seek review and consultation with HR, IPO, UI Risk, Research Assurances or EHS as required in the following situations:

- A. International volunteer
- B. University employees
- C. Compensated volunteers
- D. Volunteers under age 18
- E. Volunteers working with minors (under age 18)
- F. Volunteer service outside state of Idaho
- G. Volunteers operating vehicles
- H. Volunteer serving in laboratory
- I. Volunteer will be in contact with animals or genetically modified materials

Section 5, Volunteer Qualification, will let the requestor know if the proposed volunteer qualifies to volunteer. If a “Stop here. Individual does not qualify.” statement is stated, the Volunteer Qualification Checklist will be terminated without submission. You may consult with Human Resources to discuss.

## Unit Process

**Exceptions to the below process must be approved in writing by UI Risk and HR.**

**Complete the following forms for each volunteer:**

- A. Volunteer Qualification Checklist (signed by dean / vice president)

The Volunteer Qualification Checklist is to be completed to ensure the necessary criteria are met for purposes of the Fair Labor Standards Act (FLSA), HR, insurance, IRS, IPO,

EHS, Research Assurances, and UI Risk. Questions regarding volunteer status should be directed to UI Risk or HR.

1. **No Referrals** - If, in accordance with the Volunteer Qualification Checklist, a referral for review and consultation from HR, UI Risk, IPO, Research Assurances, or EHS is **not** required, requesting unit would obtain the volunteer's sign signature on the UI Information for Volunteers form, attached the signed Information for Volunteers form to the Volunteer Qualification Checklist and seek the review and signature approval on the Volunteer Qualification Checklist by their college dean/division vice president.
2. **Referrals** - If unit received a referral statement when completing the Volunteer Qualification Checklist, it is your unit's responsibility to follow up with the topic experts referred to. Units are responsible for following the advice and recommendations of the topic experts, and documenting compliance with the required actions. Attach referring unit's review / consultation documentation and evidence required actions from referring unit have been completed to the Volunteer Qualification Checklist prior to obtaining the college dean or vice president's review and signature approval. The college dean or division vice president must review the Volunteer Qualification Checklist and the supporting referral documentation and sign their approval prior to the volunteer's service.

See Competition of Volunteer Qualification Checklist below for assistance in completing the document.

#### B. UI Information for Volunteers (signed by volunteer).

After completing the Volunteer Qualification Checklist with no "Stop Here" statements, and once any applicable requirements and or actions steps have been taken based on a written referral review and consultation, units must get the volunteer's signature on UI Information for Volunteers. The "information" form is designed to give volunteers important information about volunteering at UI. After reading the sheet, the volunteer is asked to sign the form to indicate the volunteer has received the information and is an eligible volunteer. Obtain volunteer's signature on this form and attached the Information for Volunteers form to the Volunteer Qualification Checklist. Submit Volunteer Qualification Checklist with referral documentation, if applicable and Information for Volunteers form attached to college dean or division vice president for review and approval.

See Competition of Information for Volunteers form below for assistance in completing the document.

### Dean or Vice President Review and Approval

The college dean or division vice president must review the Volunteer Qualification Checklist and the supporting documentation to determine the need for the service, accuracy of the information contained in the Volunteer Qualification Checklist, that there are no "Stop Here" statements and if applicable, the completion of any processes required because of a referral(s). College deans or division vice presidents can approve the volunteer's service by signing the Volunteer Qualification Checklist. The Volunteer Qualification Checklist is to be completed to ensure the necessary criteria

are met for purposes of the Fair Labor Standards Act (FLSA), HR, insurance, IRS, IPO, EHS, Research Assurances, and UI Risk. Questions regarding volunteer status should be directed to UI Risk or HR.

- A. **Referrals** - If a Referral is stated in Section 4, Special Risks, of the Volunteer Qualification Checklist, units are required to review the volunteer or the activities the volunteer will be involved in with topic experts within the university. Review and consultation by HR, IPO, Research Assurances, UI Risk, or EHS is needed for the following situations:
1. International volunteer
  2. University employees
  3. Compensated volunteers
  4. Volunteers under age 18
  5. Volunteers working with minors (under age 18)
  6. Volunteer service outside state of Idaho
  7. Volunteers operating vehicles
  8. Volunteer serving in laboratory
  9. Volunteer will be in contact with animals or genetically modified materials

The topic expert will review the proposed volunteer's service and if warranted, may provide written documentation of the review and consultation that should be attached to the Volunteer Qualification Checklist. The documentation should contain the referral actions steps that the unit and or volunteer has completed. Volunteer Qualification Checklists with referrals that do not have the additional information must not be approved by the college dean or division vice president and the volunteer not allowed to serve.

- B. **"Stop Here" Statements** - Section 5, Volunteer Qualification, of the Volunteer Qualification Checklist, will let the requestor know if the proposed volunteer qualifies to volunteer. If a "Stop here. Individual does not qualify." statement is stated the Volunteer Qualification Checklist will be terminated without submission.

## Form Questions-Volunteer Qualification Checklist

The Volunteer Qualification Checklist is an online document found at <http://www.uidaho.edu/infrastructure/pss/risk-management/volunteers>. Units will be asked to supply the following information:

- A. Unit Information –
1. Requesting unit name,
  2. Unit requester's name,
  3. Requester's position title,
  4. Requester's phone number, and
  5. Requester's email.
- B. Volunteer Information –
1. Volunteer's name,
  2. Volunteer's address,
  3. Volunteer's phone number,
  4. Volunteer's email address,
  5. Name of UI employee supervising volunteer,
  6. Job title of supervising employee,
  7. Location(s) of volunteer's service, (city and state or location name and state if remote.)
  8. Date(s) and time(s) of volunteer service, and

9. Specific tasks and duties to be assigned to volunteer,
  10. Is the volunteer a J-1 Scholar.
- C. Special Risks – Certain answers in this section will require referral to university topic experts, and unit action upon receiving advice from topic experts. Please note that questions in this section may RANDOMIZED. Read carefully.
1. Is the volunteer a US citizen,
  2. Is the volunteer a University employee, (if yes, provide current position title, current unit name.),
  3. Will volunteer receive any compensation, (if yes, provide comparable position title, comparable position’s hourly wage, non-monetary compensation item and value of item, hourly rate of compensation or nominal fee to be paid, expenses to be paid for volunteer, benefits to be extended to volunteer, and a total amount of the previously listed compensation items),
  4. Is the volunteer under the age of 18,
  5. Will volunteer be working with minors (under age 18),
  6. Is any of the volunteers service taking place outside of the state of Idaho, (if yes, state the state the volunteer currently resides and the state that the volunteer’s service will take place),
  7. Will volunteer drive a vehicle for University business,
  8. Will volunteer be in a laboratory environment, and
  9. Will volunteer be in contact with animals or genetically modified materials.
- D. Volunteer Qualifications –
1. Is another employer paying the volunteer during the dates and times of volunteer service,
  2. Is the person authorizing the volunteer services and / or supervising the volunteer a family member or cohabitant of or otherwise presenting a potential conflict of interest with the volunteer,
  3. Is the person receiving course credit for their work,
  4. Will the volunteer perform work where there is a legitimate need for services,
  5. Is the work related to the mission or goals of the UI,
  6. Does the volunteer appear to have the skills necessary to perform the work, and
  7. Is the volunteer performing a service that no one is paid to do.

Unit hosting volunteer will submit the completed Volunteer Qualification Checklist by clicking the submit button at the bottom of the online form. Unit will then receive an email with the form attached for them to review for referrals or stop here statements.

See above for Unit Process, Referrals, “Stop Here” Statements, and or Unit Process.

## Form Questions-Information for Volunteers Form

The Information for Volunteers form can be found at

<https://www.uidaho.edu/infrastructure/pss/risk-management/volunteers>. Units will be asked to supply the following information:

- A. Information regarding the unit the volunteer will be serving in-
  1. UI college & unit names,
  2. UI unit contact name, and
  3. Description of what the volunteer’s service will include.

- B. Once the unit has filled in the above information, the form will be given to the volunteer to complete:
1. Volunteer's name,
  2. Dates of volunteer service,
  3. Home Address,
  4. Volunteer's phone or cell phone number,
  5. Volunteer's email, and
  6. Emergency contact name and phone number.

See above for Unit Process, Referrals, "Stop Here" Statements, and or Unit Process.

## Record Retention

Unit hosting volunteer will keep a copy of completed and signed Volunteer Qualification Checklist (along with any applicable referral and consultation documentation as required by Volunteer Qualification Checklist) and the signed Information for Volunteers, for two years AFTER volunteer service has been completed. Records related to minors will be retained permanently.

Records will be available to applicable resources (i.e., HR, IPO, UI Risk, Research Assurances, or EHS) upon request of those resources.