

Wittenberg University Volunteer Policy & Procedures

Created 05/05/2023

Purpose

Recognizing the value of volunteers in furthering the University's vision, mission, and core values, this policy outlines the relationship between volunteers and Wittenberg University. This policy is meant to reduce risk and protect the interests of the University, its volunteers, and the community it serves.

Scope

Any individual, who is not otherwise currently affiliated with the University as a member of the Board of Trustees, faculty, staff, or student body, who seeks to serve or perform services for the University as a volunteer, either taking place on the University campus or under the authority and/or direction of the University at other locations.

I. Volunteer Level Classification

Before an individual performs a service for the University as a volunteer, Human Resources (HR) must designate the volunteer's level of service. Most volunteers performing services for the University will be classified as a Level 1 volunteer, and as such, are not expected to complete any further preconditions (e.g., background checks, training) prior to service.

Level 1 – volunteers serving at this level are expected to spend no more than one day, for one activity, event or service and engage only in low risk activities where other faculty and/or staff are present. Examples of Level 1 volunteer activities include but are not limited to:

- a) assisting staff/faculty at an event one time such as an athletic competition, Homecoming, and/or Family Weekend;
- b) guest speaking in a lecture or to a student group; or
- c) serving as a seating or tour guide for a special event.

Requirements: *Level 1 volunteers must comply with the general terms set forth in this policy.*

Level 2 – Volunteers who engage in a service other than what is defined as a Level 1 low risk activity and may require access to a Wittenberg account. Examples of Level 2 volunteer activities include but are not limited to:

- a) service that independently engages with students or minors (usually occurring for more than one day) such as some volunteer coaching roles or advising a student organization;
- b) activity within a potentially hazardous area such as a university laboratory or mechanical room;
- c) service that requires access to university systems, including but not limited to: Colleague, 25Live, Slate, Salesforce, Adirondack, etc.
- d) service that includes handling cash;
- e) service in which the likelihood of an accident while performing the service or work is more than negligible, i.e., physical activity could result in injury;

- f) service where the chance of damage to property from an accident is more than negligible if an accident occurred, e.g., any alteration to university owned facilities or grounds.

Requirements: *Level 2 volunteers must comply with the general terms set forth in this policy, sign the Wittenberg University Volunteer Agreement, successfully complete a background check, and successfully complete any additional conditions (such as initial and ongoing training) as determined by HR.*

Level 3 – Level 3 volunteers provide services other than those defined as Level 1 or Level 2, **and** require a Wittenberg account, access to university buildings and/or use of property. Examples of Level 3 volunteer activities include but are not limited to:

- a) service that independently engages with students or minors (usually occurring for more than one day) such as counseling interns, some FIRE week chaperones, and some volunteer coaching roles;
- b) service requiring issuance of keys and/or electronic building access
- c) service requiring driving of university owned, leased, or rented property, e.g., University vehicles, golf carts, or utility vehicles;
- d) service requiring use of university owned and controlled equipment, e.g., University tools, technology, vehicles, etc.

Requirements: *Level 3 volunteers must comply with the general terms set forth in this policy, sign the Wittenberg University Volunteer Agreement, successfully complete a background check, as well as successfully complete any additional conditions (such as initial and ongoing training) as determined by HR, and must provide any other applicable documentation required by the Business Office (e.g., proof of insurance, etc.).*

II. Additional Conditions Based on Level Classification

An individual serving the University as a volunteer is subject to the terms of this policy and may be subject to certain additional conditions to be satisfied prior to that individual's service as a volunteer, based on the individual's classification as designated by HR. Level 1 is the entry level for individuals serving as a volunteer, while Levels 2 and 3 require added conditions. The University reserves the right to require the ongoing completion of any additional conditions for any volunteer.

Background Checks – required for Levels 2 and 3

- As with all employees, applicable background checks must also be run on Volunteers. Once HR receives the completed Volunteer Agreement, the volunteer will receive a background request from OpenOnline via email. Volunteers may not begin their assignments until a background check with satisfactory results has been completed and verified by HR.

Training – required for Levels 2 and 3

- Anti-Hazing
- Title IX
- FERPA (Family Education Rights and Privacy Act)
- Cyber Security (if volunteer has an email account)
- Driver certification (if volunteer is required to drive)
- Other courses may be assigned on a case-by-case basis

III. General Terms Applicable to All University Volunteers

A. An individual must be at least eighteen (18) years of age.

B. An individual must be under the general supervision of a university employee. In the case of a non-employee serving as a volunteer advisor to a student organization, the volunteer is under the supervision of the Office of Student Involvement.

C. Volunteers are expected to abide by all applicable University policies and procedures including but not limited to policies outlined in the Employee Manual, any confidentiality requirements applicable to the information to which they have access which may require the signing of a confidentiality agreement, as well as any external regulations that govern their actions.

D. A background check is required prior to certain levels of volunteer service. In the event a volunteer has had a lapse in service for more than one year, a new background check will be required. Additional training may also be required for any volunteer level. Performance of volunteer service is contingent on successful completion of required background check(s) and assigned training(s).

E. Volunteers are not considered employees of Wittenberg University, nor are they covered by the Fair Labor Standards Act or other employment laws through Wittenberg University. Volunteers are not eligible for wages, compensation, employee benefits, workers' compensation, or unemployment benefits.

F. Volunteer Agreements may be renewed by the Volunteer Supervisor by providing the following in writing to HR at (hure-mail@wittenberg.edu):

- Volunteer name
- Volunteer role/title
- Volunteer current phone and email address
- Specific dates of agreement extension (i.e., July – June 2024)

Volunteers that are not renewed in writing will be considered as having a lapse in service which will require submission of a new Volunteer Agreement and, if applicable, completion of a new background check and/or training.

G. A volunteer serves at the discretion of Wittenberg University. The University may discontinue the service of a volunteer for any reason, at any time, without prior notice or cause.

H. Volunteers are prohibited, and must refrain, from performing the following:

1. Performing hazardous activities or operating heavy equipment without prior written approval, including driving University owned, leased, or rented vehicles without first being certified according to the University Motor Pool Policy or other departmental safety training requirements;
2. Entering into any contract on behalf of Wittenberg University;
3. Performing any activity that would be considered inappropriate for any university community member;
4. Working in laboratories or with infectious agents, including human blood, unless all the necessary training has been completed and documented.

I. A volunteer shall avoid conflicts of interest with the University, subject to any contractual requirements between the University and that volunteer's sponsoring organization. A volunteer is

expected to disclose any potential conflicts of interest (i.e., any circumstances that would impair the volunteer's ability to perform their volunteer services in a fair and impartial manner) to their supervisor, and HR when any such conflict exists.

J. A volunteer may not hold a University leadership position; cannot be responsible for directing other employees, work, or programs or be identified as "director" or by a similar term; does not have the authority to make decisions regarding employment or affecting the terms of a University employee's employment (e.g., supervisory responsibilities, including but not limited to the ability to hire, fire, etc.); does not have the authority to commit University resources to another party, service, project, etc.; and does not have the ability to bind the University contractually.

IV. General Eligibility and/or Disqualification of Volunteers

A. Any questions regarding the eligibility or suitability of an individual to serve as a university volunteer, or the applicability or satisfaction of the requirements of this policy, should be directed to HR.

B. Any University employee who becomes aware of a volunteer's noncompliance with university policy or applicable law or regulation should, in addition to following any protocol that may be required by the policy or law/regulation that has been violated, report the matter to HR. HR will coordinate resolution of the issue with the sponsoring office and applicable division leadership.

V. Unique Situations

Rare circumstances may arise where a volunteer is desired to take on responsibilities beyond those contemplated by this policy. Such a volunteer is permitted only with written approval by HR in consultation with the sponsoring department's division leadership. Protocols and requirements will be developed for that particular volunteer situation with conditions determined by HR.