

# CLARK ATLANTA UNIVERSITY

## Policy 9.3.13: Volunteering On Campus Policy



<b>CLARK ATLANTA UNIVERSITY</b>		
<b>POLICY and PROCEDURE</b>	<b>Subject:</b> Volunteering on Campus Policy	
<b>Department:</b> Human Resources	<b>Review/Revise Date:</b> 7/22/10/03/10/2011	<b>Issued By:</b> Vice President for Finance and Business Services/Chief Financial Officer
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<b>Dr. Carlton E. Brown, President</b>		
<b>Signature of Approver</b>		<b>Date 03/11/2011</b>

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## **1.0 Policy Statement**

Clark Atlanta University (CAU/the University) volunteers are expected to abide by all University policies and procedures and external regulations that govern their actions, including but not limited to those relating to ethical behavior, safety, confidentiality, protected health information, computer use, financial responsibility, and drug use. University volunteers are not covered by the Fair Labor Standard Act and are not considered employees for any purpose. Therefore, volunteers are not eligible for compensation or any University benefits except for workers' compensation benefits as a result of this volunteer association. Volunteers are required to complete the University's Volunteer Service Agreement and may be subject to a background check. Both the Volunteer Service Agreement and the Background Investigation Consent form must be completed prior to allowing a volunteer start their assignment.

## **2.0 Procedure Narrative**

### **2.1 Applicability**

This policy applies to individuals who: (1) volunteer their services directly to the University, whether on an ad hoc basis or through a formal volunteer program conducted by a University department; and (2) receive no compensation for such services.

This policy does not apply to:

- Volunteers who are affiliated with and provide services on behalf of an external sponsoring agency or service organization not associated or affiliated with the University, such as the American Red Cross.
- Volunteer groups and nonprofit organizations dedicated to providing fundraising, public outreach and other support services to the University
- Individuals serving unpaid educational internships in order to receive academic credit or certification.
- Individuals holding academic "without salary" appointments.
- Guest lecturers and individuals serving as judges or expert panelists in the context of an instructional program.

This policy does not address students, faculty or staff who volunteer off-campus while representing the University.

### **2.2 Selection Criteria and Restrictions**

Because CAU Volunteers are not employees of the University, they are not eligible for any University benefits or leave time.

Other restrictions and conditions include:

- CAU Volunteers cannot be used to supplant regular staff employees, i.e., performing duties and having responsibilities that are part of the department's normal business and that are normally assigned to an employee who is compensated.
- CAU Volunteers may not be used in full-time, long-term assignments. Volunteer activities are expected to be sporadic or of limited duration.
- In accordance with provisions of the Fair Labor Standards Act employees may not perform hours of volunteer service in the same capacity as their regular duties or perform the same types of services they perform as part of their jobs.
- Within the context of this policy, the use of volunteers in the performance of services for the University is at the sole discretion of the University. Volunteer services may be terminated without prior notice at any time when the University in its sole opinion, determines that the services are no longer required, or that the volunteer may not be able to satisfactorily perform the service. No length of performance of volunteer services for the University shall create any entitlement, right or privilege on the part of any individual to continue providing volunteer services for the University in the future.
- CAU Volunteers must be at least 18 years of age.

## **2.2 Prohibited Activities**

University volunteers may not be used to replace an existing employee. University volunteers are also prohibited from performing the following activities:

- Operating heavy equipment including vehicles.
- Any activity considered inappropriate for an employee.
- Entering into a contract on behalf of the University.
- Working with infectious or potentially infectious agents, including human blood or working in any other activity that would put the volunteer at risk.
- Volunteers may not supervise or manage other volunteers nor may they supervise staff members, including student employees. University volunteers must be supervised by CAU staff or faculty.
- Volunteers should not be used for cash handling activities. However, in situations where CAU volunteers must handle cash, a University employee must be present at all times during which cash transactions are conducted, and all applicable University policies and procedures regarding cashiering and cash handling must be observed.

## **2.3 Access to University Resources, Facilities and Records**

- University volunteers may not be granted access to University financial accounts or funds, or University systems such as the University Payroll, Purchasing, or Student Systems, nor may they be given the authority to commit University funds.
- Volunteers may not have access to confidential information.
- Volunteers should not be issued keys to buildings or offices. However, if departmental operational considerations require the issuance of keys to a volunteer, the volunteer must undergo, and satisfactorily pass, a criminal background check prior to being issued such

keys. At no time should CAU volunteers have access, even temporarily, to master keys for any University building.

## **2.4 Dismissal**

A University volunteer's term of service may be terminated at any time and without prior notice.

## **3.0 Entities Affected By This Policy**

All Employees of the University

## **4.0 Definitions**

**Fair Labor Standards Act (FLSA)** - The FLSA is a federal statute that regulates wage and hour issues including child labor, minimum wage, the number of hours in a standard workweek, overtime pay and record-keeping.

**University Volunteer** - Uncompensated individuals who perform services directly related to the business of the University, to support the humanitarian, charitable or public service activities of the University volunteer, or to gain experience in specific endeavors. To qualify as a University volunteer, an individual must be willing to provide service according to the procedures in this policy. An individual who provides services to an entity other than the University that may be related to the University, such as the Alumni Association, will not be considered a University volunteer.

## 4.0 Desktop Procedures

Step	Action
1	When selecting and engaging a volunteer, it is the department's responsibility to ensure the individual or volunteer organization has adequate experience, qualifications, and training for the task he or she will be required to perform.
2	Departments seeking to engage a volunteer must complete a Volunteer Service Agreement.
3	The original Volunteer Service Agreement is given to Human Resources, one copy is retained by the department engaging the volunteer and one copy is given to the volunteer.
4	Copies of the Volunteer Service Agreement must be retained for three years.



# CLARK ATLANTA UNIVERSITY

## Volunteer Service Agreement

### Volunteer Information

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_ E-Mail: \_\_\_\_\_  
\_\_\_\_\_

Department: \_\_\_\_\_

Duties and Responsibilities: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Start Date and Time: \_\_\_\_\_ End Date and Time: \_\_\_\_\_

I am volunteering for personal purposes without promise or expectation of compensation, benefits or future employment from the University.

I agree to abide by the policies and procedures of the University regarding conduct, confidentiality, safety and welfare. I understand that I may be subject to the same pre-employment screening and background checks as employees.

I certify that I am at least 18 years of age or older.

I understand the University provides limited accidental liability coverage to volunteers, but that no other employee, University or state-sponsored medical, retirement or insurance plans apply to this association.

I understand that the University or I may end my volunteer services with the University at any time.

### Volunteer

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### Authorized Department

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Original: Human Resources

Copy: Department

Copy: Volunteer

**CLARK ATLANTA UNIVERSITY**  
**BACKGROUND INVESTIGATION CONSENT**

I, \_\_\_\_\_, hereby authorize Clark Atlanta University and/or its agents to make an independent investigation of my background, references, character, past employment, education, credit history, criminal or police records, including those maintained by both public and private organizations, and all public records, for the purpose of confirming the information contained on my application and/or obtaining other information which may be material to my qualifications for employment.

I release Clark Atlanta University and/or its agents and any person or entity, which provides information pursuant to this authorization, from any and all liabilities, claims or lawsuits in regards to the information obtained from any and all of the above referenced sources used.

The following is my true and complete legal name and all information is true and correct to the best of my knowledge:

\_\_\_\_\_ Full Name Printed

\_\_\_\_\_ Maiden Name(s) or Other Names Used

**Please list all residence addresses for the past seven years. Use a separate sheet if needed.**

\_\_\_\_\_ Present Address \_\_\_\_\_ City/State/Zip

\_\_\_\_\_ County \_\_\_\_\_ Telephone Number

\_\_\_\_\_ Former Address \_\_\_\_\_ City/State/Zip

\_\_\_\_\_ County \_\_\_\_\_ How Long?

\_\_\_\_\_ Former Address \_\_\_\_\_ City/State/Zip

\_\_\_\_\_ County \_\_\_\_\_ How Long?

\_\_\_\_\_ Date of Birth\* \_\_\_\_\_ Race\* \_\_\_\_\_ Sex\*

\_\_\_\_\_ Social Security Number \_\_\_\_\_ Driver's License Number \_\_\_\_\_ State Licensed

\_\_\_\_\_ Signature \_\_\_\_\_ Date

**\*The above information is required for identification purposes only, and is in no manner used as qualifications for employment. Clark Atlanta University is an Equal Opportunity Employer, and does not discriminate on the basis of sex, race, religion, age (40 and over), handicap or national origin.**

**FOR HUMAN RESOURCES USE ONLY:**  
FCRA Rights to Applicant:  Date Report Ordered: