

Office of Human Resources Administrative Procedure

2020-1

Volunteer Services

Responsible Division/Office: Human Resources
Responsible Officer: Chief Human Resources Officer
Revision History:
Effective Date: September 1, 2020
Next Review: September 2025

- (A) **Summary.** Youngstown State University (YSU) accepts volunteer support to accomplish its mission of education, research and public services and wishes to ensure that volunteers' relationships with the University are clearly established and understood.
- (B) **Purpose.** To reduce volunteer risk and protect the interests of the university, its volunteers, and the community it serves. All units of YSU are covered by this policy.
- (C) **Definitions.** A volunteer is an uncompensated individual who performs a service directly related to the activities of YSU, without an expectation or promise of future employment or any tangible benefit. A volunteer is not a YSU employee and is not covered by the Fair Labor Standards Act (FLSA) or other employment laws through YSU.
- (D) **Parameters.**
- (1) This administrative procedure applies to all divisions of YSU and the departments therein and all volunteering activity. This policy does not apply to non-YSU students and individuals who are participating in an approved school program pursuant to an agreement between YSU and the individual's school (for example English Festival).
 - (2) A volunteer may be provided certain nominal benefits related to their service, such as admission to YSU events or other privileges, as approved by their supervisor.
 - (3) A volunteer who incurs pre-approved actual and reasonable expenses arising from the performance of the volunteer services will be reimbursed for those expenses. The standard YSU reimbursement procedures apply.
 - (4) A prospective volunteer must have adequate experience, qualifications, and training for the task(s) they will be performing.

- (5) A perspective volunteer must successfully complete all applicable background checks and specific training prior to beginning volunteer service. **All individuals seeking to volunteer in the Athletics Department must undergo a background check.**
- (6) Volunteer services may be provided for a maximum of one year. If volunteer services are to continue after one-year new forms, reviews and approvals are required.
- (7) Generally, a volunteer must be at least 18 years of age.
- (8) An individual under the age of 16 may not be a YSU volunteer.
- (9) An individual between the ages of 16-17 must obtain parental/guardian permission to volunteer and the volunteer services must be appropriate for the age and abilities of the individual, the risk associated with the services and the skill level required.
- (10) Although volunteers are not covered by the FLSA, a volunteer under the age of 18 may not provide any service that would violate the child labor restrictions of the FLSA.
- (11) An individual with a pending H-1B visa application to work at YSU may not volunteer at YSU.
- (12) Individuals with Visitor for Business or Recreation/Travel Visas (B-1 or B-2 Visas) may not volunteer at YSU.
- (13) An individual whose visa or immigration status has expired may not volunteer at YSU.
- (14) A YSU employee may not become a volunteer at YSU in any capacity in which they are employed, or which is essentially similar to the employee's regular work.
- (15) Prohibited volunteer services include but are not limited to:
 - (a) Operating heavy equipment.
 - (b) Driving for YSU business, unless authorized under YSU's driving policy.
 - (c) Working with or exposure to hazardous materials or stored energy.

- (d) Any activity considered inappropriate for an employee.
 - (e) Entering into any contract on behalf of YSU.
- (16) For use of human volunteers in University research project please refer to University policy 3356-10-14 Use of human participants.
- (E) Procedures. A volunteer cannot provide volunteer services before the VOLUNTEER AGREEMENT AND RELEASE OF LIABILITY FORM has been fully executed, all necessary documentation has been provided and all necessary reviews and approvals have been completed.
- (1) An individual seeking to provide volunteer services for YSU must complete Part 1 of the VOLUNTEER AGREEMENT AND RELEASE OF LIABILITY FORM (hereinafter FORM) and forward to the appropriate department and a BACKGROUND RELEASE FORM.
 - (2) A YSU Department wishing to use the services of a volunteer must complete Part 2 of the FORM and forward the FORM and the BACKGROUND RELEASE FORM to the Office of Human Resources.
 - (3) The Office of Human Resources will review the submitted documents to insure they have been fully executed and that all necessary information has been provided.
 - (4) A FORM with a Yes answer to any Mandatory Background Question requires the review and approval of the Chief Human Resources Officer (CHRO) or Designee. The CHRO or designee may require additional information from the individual and/or the department.
 - (5) The following volunteer services do not require the completion of the VOLUNTEER AGREEMENT AND RELEASE OF LIABILITY FORM or the BACKGROUND RELEASE FORM:
 - (a) Participation in a volunteer committee or council.
 - (b) Public/guest speaker.
 - (c) Fundraising activities.
 - (d) Ushering campus events.
- (F) Volunteer Responsibilities. A volunteer must comply with all applicable YSU policies, procedures and all regulations governing their actions, including but not limited to those relating to standards of conduct, safety, confidentiality,

protected health and student information, the use of YSU computers and resources, financial responsibility, substance abuse, discrimination/harassment and sexual misconduct.

(G) Department Responsibilities.

- (1) Ensure the services to be provided are for and directly related to the business of YSU.
- (2) Assess the services and volunteer to ensure that the volunteer has adequate experience, qualifications and training for the services to be provided.
- (3) Ensure the completion and approval/non-approval of all required forms and checks prior to the beginning of volunteer services.
- (4) Appropriately train and supervise the volunteer.
- (5) Enforce compliance with YSU policies and procedures.
- (6) Maintain relevant forms and documentation in a central location for a period of three years from the date the relationship with the Volunteer ends.

(H) Termination of Volunteer Services.

- (1) Volunteer services are provided at the pleasure of both parties and may be terminated without prior notice by either party.
- (2) If the coordinating department terminates the volunteer opportunity, such coordinating department is responsible for providing notice to the volunteer and such notice shall be kept with the original volunteer assignment form and release.
- (3) if the volunteer terminates the volunteer opportunity, such coordinating department must keep a record of such notice along with the original volunteer assignment form and release.

FORMS:

Volunteer Agreement and Release of Liability Form

Background Release Form