

ELIZABETH CITY STATE UNIVERSITY Regulation on Unpaid Volunteers

Introduction

The purpose of this regulation is to provide applicable guidelines for unpaid volunteers on the campus of Elizabeth City State University. This regulation applies to members of the University community and all others who seek to serve as an unpaid volunteer at the University. ECSU recognizes the advantages of welcoming volunteers to campus to support activities both on and off campus. The primary function of each constituent institution is the discovery, improvement, transmission, and dissemination of knowledge by means of research, teaching, discussion, and debate. This policy supersedes and nullifies any prior provisions in campus policies, regulations, rules or guidelines.

1. Definition

- 1.1. “Volunteers” are individuals who offer their services without cost to the University for civic reasons and which are not typically performed by permanent University employees. Examples include serving as an usher at a University special event, collecting tickets at athletic events of campus activities, or otherwise performing duties that are of benefit to the University’s teaching and/or public service mission.

2. Request and Approval Procedures

- 2.1. Any proposed engagement of an unpaid volunteer must have the advance approval of the sponsoring Department and the Office of Human Resources (OHR) using the **Unpaid Volunteer Form**. Completed forms are submitted to the appointing departments and Office of Human Resources.
 - a. A fully completed background check must be completed alongside submission of the Request form noted above. The normal criminal convictions checking fees are the responsibility of the sponsoring department. In those instances when a volunteer has no Social Security Number due to citizenship status, Office of Human Resources will make a good faith effort, based on name alone, to confirm that no residential history or criminal convictions have been recorded for this individual.
 - b. Depending on the location, potential environmental exposures and the type of activities performed by the volunteer, a review by Legal Affairs may be required.
 - c. If the proposed volunteer satisfies all of the requirements of this policy and the background check results are acceptable, then the Office of Human Resources will grant approval for the proposed arrangement to the requesting department in writing.
 - d. Any approved volunteer must fully complete and sign a Release of Liability Form **prior** to starting their assignment. For volunteers and unpaid interns, the **Release for Unpaid Interns and Volunteers** form should be used. The requesting department should fill out the top section of the release, making sure that the description of the activity performed matches that provided on the Unpaid

Volunteer Request Form. The signed release must be maintained on file in the sponsoring department for no less than three years following completion of the volunteer assignment and subject to audit by Human Resources or the University Auditor on request.

3. Limitations

- 3.1. Generally, no individual engaged under the provisions of this policy will be under 18 years of age.
- 3.2. An unpaid volunteer may not:
 - a. Be engaged and/or directly supervised by a relative or other individual who would be considered inappropriate under the University's policy on nepotism.
 - b. Receive compensation nor be eligible to receive employment-related benefits available to regular employees such as workers' compensation, health benefits, or the ability to file for unemployment compensation.
 - c. Be offered any future promise of University employment that is contrary to the University's or State's equal employment opportunity or employment policies.
 - d. Be coerced or pressured to perform their duties in any fashion.
 - e. Perform unpaid work if the individual is otherwise employed by the University in any capacity to perform the same or similar type of duties and responsibilities.
 - f. Operate State-owned motor vehicles, boats, aircraft, or other heavy equipment unless specific exceptions have been requested and approved by the appropriate University office and are not contrary to State fleet management or University risk management policies.
4. All volunteers must adhere to all Elizabeth City State University policies and procedures that may be amended at any time. Volunteer status may be rescinded at any time for any reason.