



## VOLUNTEER PROGRAM GUIDELINES

### **Purpose:**

Volunteers provide an important resource for Eastern Kentucky University (“EKU”) in carrying out its educational mission. The purpose of this program is to enable ECU to effectively manage its engagement and use of volunteers, reduce possible risks associated with the use of volunteers, and otherwise serve the best interests of ECU.

### **Definition:**

A volunteer is an unpaid individual who freely performs assigned and authorized duties for and directly related to the business of ECU without compensation for a limited period of time. Additionally, a volunteer is an individual who does not currently and did not previously hold a position performing services that are the same as those for which he or she is volunteering, does not displace a current ECU employee, and does not provide services that are substantially similar to those performed by a paid position within that department or unit.

To qualify as an ECU volunteer, an individual must be at least 14 years old and willing and able to provide services according to the terms of this guideline.

### Internships and Co-ops

If an individual is receiving academic class credit from ECU or another institution, this person is likely better categorized as an intern or a co-op and not a volunteer. Please contact ECU’s Center for Career & Cooperative Education for more information about internships and co-ops.

### **General Rules for Volunteers:**

#### EKU Volunteer Status and Responsibilities

EKU volunteers must abide by all ECU personnel policies and procedures, including but not limited to those relating to ethical behavior, safety, confidentiality, student records, harassment and discrimination, computer use, and drug and alcohol use. Nevertheless, ECU volunteers are not covered by the Fair Labor Standards Act and are not considered employees for any purpose. Therefore, ECU volunteers are not eligible for wages or benefits as a result of their volunteer service except for workers’ compensation, which may be provided upon a volunteer’s agreement to be bound by all laws and limitations governing workers’ compensation in the Commonwealth of Kentucky.

#### Who May Volunteer

Anyone, including retirees, students, alumni and others, may provide volunteer services for ECU, provided the requirements of this policy are met. The following restrictions apply to all volunteers:

- Individuals under the age of 14 may not serve as ECU volunteers.
- Prior to performing volunteer services, a department must complete the “Volunteer Eligibility Qualification and Checklist”, the individual must sign the “Volunteer Service Agreement”, and all forms must be approved by the Human Resources Office.
- Prior to performing volunteer services, a criminal background check may be required if the volunteer applicant has not worked or volunteered for the university for 1 year.
- Individuals under the age of 18 must complete the “Under 18 Volunteer Agreement” and are not required to complete a criminal background check.
- Current employees may not serve as volunteers at ECU in any capacity in which they are employed at the University, or which is essentially similar to or related to their regular work at the University.

- A current employee may only volunteer for special events.
- An individual performing volunteer services understands and agrees that EKU may terminate service as a volunteer for any reason, at any time, without prior notice or cause.
- An individual performing volunteer services may not displace a current employee, replace a past employee or position, or impair the employment of an employee holding a position at EKU. An individual serving as a volunteer may not perform functions traditionally handled by an EKU employee, and may not provide services that are substantially the same as those provided by an employee in a paid position within the department they are volunteering. All EKU departments and units are prohibited from permitting a volunteer to perform such functions or provide such services.
- No volunteer shall be permitted into a department where a supervisory relationship would exist between two relatives, unless that volunteer is under the age of 18.

Prohibited Activities

EKU volunteers are also prohibited from performing the following activities at EKU:

- Operating heavy equipment owned or used by EKU, including EKU vehicles;
- Working with stored energy (e.g. steam, electricity, hydraulics);
- Doing any activity considered inappropriate for any EKU employee; and
- Entering or purporting to enter into any contract, or otherwise creating or purporting to create any kind of binding obligation, on behalf of EKU.

Length of Volunteer Service

Volunteer positions are intended to offer temporary and limited opportunities for individuals to provide service to Eastern Kentucky University. A volunteer position must be limited to one of the following timeframes:

- Academic Semester
- Summer Camp
- Athletic Season
- Specific Special Event or Program

Hours of volunteer service permitted for minors under 18 years of age

Age	May Not Work Before	May Not Work After	Maximum Hours When School is in Session	Maximum Hours When School is Not in Session
14 & 15 Yrs.	7:00 A.M.	7:00 P.M. (9:00 P.M. June 1 through Labor Day)	3 Hours per day on a school day  8 Hours per day on a nonschool day  18 Hours per week	8 Hours per day  40 Hours per Week
16 & 17 Yrs.	6:00 A.M.	10:30 P.M. preceding a school day  1:00 A.M. preceding a nonschool day	6 Hours per day on a school day  8 Hours per day on a nonschool day  30 Hours per week	NO RESTRICTIONS

**Procedure for Engaging Volunteers:**

### New Volunteers

The responsibility for proper screening and engagement of new volunteers rests with the head of the department or unit or his/her designee. The following procedures must be followed prior to an individual beginning service as a volunteer at EKU:

1. Departments wishing to engage a volunteer must provide the Human Resources Department with completed copies of the EKU Volunteer Eligibility Qualification and Checklist form, the EKU Volunteer Service Agreement, and a written description of the duties, services and physical requirements to be performed by the volunteer. Original documentation should be kept by the department or unit and should be readily available for review.
2. The Human Resources Department will review the application to determine if it is complete. Any job-related questions regarding whether the applicant may serve as a volunteer at EKU, will be investigated by the Human Resources Department. The HR Department may include the applicant's anticipated supervisor and other members of the relevant department in the investigation as appropriate.
3. If the Human Resources Department and the relevant department agree to engage the applicant as a volunteer, the Human Resources Department shall conduct a criminal background check, which shall include review of state and federal records. Convictions, guilty pleas and *Alford*/*"no contest"* pleas reasonably related to the applicant's anticipated volunteer duties and responsibilities will be grounds for denial of volunteer service at EKU. Individuals under the age of 18 are not required to complete a background check.
4. Upon completion of all the steps outlined above, the Human Resources Department will contact the relevant department with a final clearance for the volunteer applicant. If successful, thereafter, the volunteer may begin performing assigned and authorized volunteer duties at EKU.

The above process must be completed in any of the following circumstances:

- Prior to an individual providing services as a volunteer for the first time.
- For returning volunteers, after a break in service of more than one year.
- When a current volunteer's duties are materially changed.<sup>1</sup>

### Returning Volunteers

The responsibility for proper verification and engagement of returning volunteers rests with the head of the department or unit or his/her designee. The following procedures must be followed prior to an individual renewing their service as a volunteer at EKU:

1. Departments wishing to renew a volunteer must provide the Human Resources Department a completed copy of the EKU Volunteer Renewal Service Agreement, and a written description of any duties, services and physical requirements to be performed by the volunteer that may have changed. Original documentation should be kept by the department or unit and should be readily available for review.
2. The Human Resources Department will review the application to determine if it is complete. Any job-related questions regarding whether the applicant may serve as a volunteer at EKU, will be investigated by the Human Resources Department. The HR Department may include the applicant's anticipated supervisor and other members of the relevant department in the investigation as appropriate.

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<sup>1</sup> In this circumstance, please contact Human Resources as some steps in the above process may not be applicable.

3. The Human Resources department will verify if the volunteer requires a background check. Background checks are not required for any returning volunteer who has not had a 1 year gap in their volunteer service. If a gap of 1 year or longer exists, the applicant must complete all forms as if a new volunteer.
4. Upon completion of all the steps outlined above, the Human Resources Department will contact the relevant department with a final clearance for the volunteer applicant. If successful, thereafter, the volunteer may begin performing assigned and authorized volunteer duties at ECU.

The Human Resources Department will maintain a file for each ECU volunteer containing the relevant description of duties, service time, and physical requirements; the volunteer's application; the results of the volunteer's background check; the volunteer's signed volunteer agreement. The hiring department will maintain documentation of receipt of appropriate training by the volunteer; and any other documentation deemed necessary or required by state records retention policy.