

**SNU Policy: Volunteer Access****SNU Policy ID: General Information A-11****Policy Reviewed by: Director of Human Resources****Approval Authority: Vice President for Business and Finance****Approval Date: September 19, 2018****Next Review Date: September 19, 2023****Purpose:**

The purpose of the Volunteer Access Policy is to establish uniform procedures for screening and engaging individuals who are not employed by the University or who are not University students or minors, and to balance the following considerations:

- The desirability of allowing volunteers to use University information resources; and,
- The need to protect and minimize legal risk to both the University and the individual involved.

**Definition:**

Individuals who fall under this policy are uncompensated individuals who perform services directly related to the business of the University, support the activities of the university, or gain experience in specific endeavors. By definition, the individuals perform services without promise, expectation or receipt of any compensation, future employment or any other tangible benefit. Volunteers will not work more than fifteen hours per week.

**Policy Guidelines**

In order to qualify for this policy all of the following must be adhered to:

1. An individual must be willing to provide services according to this policy. They must complete and sign the Volunteer Services Agreement.
2. Volunteers must successfully pass a comprehensive criminal background check through the Human Resources Department.
3. The University does not intend for individuals assigned to this policy to perform or displace work that is presently being performed by University employees or student employees.
4. Arrangements may not be used to circumvent the established processes that govern standard University authorized hires.
5. University employees may not be members of this policy in any capacity in which he/she is employed by the University, or which is essentially similar to the individual's regular work at the University, or under circumstances that suggest the decision to move under this policy is not made freely.
6. All members of this policy must establish proof of identity and citizenship or permanent residency to the Human Resources Department.
7. If the individual is not a citizen or permanent resident of the United States, he/she must provide documentation of his/her visa status. An individual holding a temporary visa may not serve under this policy in a position where others receive compensation or perform the same services. An individual with a pending H-1B visa application to work at the University cannot serve under this policy. This policy may not be used as a way to avoid or defer compliance with the employment eligibility requirements of federal immigration laws.

8. All members of this policy shall be sponsored by the department they are working with, and the head of that department shall be responsible to notify Human Resources and University Information Technology of the change of status, including discontinuing service to the University and terminate network access, respectively.
9. An individual falling under this policy is considered an agent of the University while performing assigned duties and is expected to abide by University policies and internal/external regulations which govern his/her actions, including Anti-Harassment, Unlawful Discrimination, Standards of Conduct, Community Lifestyle Standards, Drug free Workplace, Workplace Violence, FERPA, Confidentiality, and Computer Usage.
10. No promise or expectation of any form of compensation, benefits, or future employment with the University may be made to anyone assigned to this policy.
11. Both the University and the individual assigned to this policy have the right to end the relationship at any time, for any reason, and without advance notice.
12. If driving is a duty for this position, they must possess a valid driver's license and pass a motor vehicle records check conducted by the Transportation Office.
13. Individuals assigned to this policy must receive written vice presidential authorization for the following:
  - a. Making purchases with University funds
  - b. Gaining budgetary authority
  - c. Accessing University buildings outside of normal work hours
14. Individuals assigned to this policy do not have an employment relationship with the University on any grounds or for any reason and are not covered by federal or state wage laws, and are not eligible for any University benefit, including Workers' Compensation, unless required by state law.
15. Individuals assigned to this policy are prohibited from performing the following activities: operating heavy equipment, working with hazardous materials, working with stored energy (e.g., physical energy stored in air, gas, steam, water pressure, or in springs, elevated machines, rotating flywheels, fans, hydraulic systems, etc.), any activity considered inappropriate for a regular employee of the University, and working with bio-hazards or infectious material unless appropriate training has been received.
16. Payment for Individuals assigned to this policy is not permitted under any circumstance; however, the supervisor retains discretion on whether Individuals assigned to this policy would be reimbursed for actual or reasonable expenses. Reimbursements may not be used as a substitute for compensation.