

UC Davis Policy and Procedure Manual

Chapter 380, Personnel--General

Section 08, Volunteer Service

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Responsible Department: Human Resources

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I. Purpose

This section provides guidance for the use of volunteer services, promoting safety, reducing risk, and protecting the interests of the University, its volunteers, and the community it serves. Additional requirements for UCDHS volunteers are available in Hospital Policies and Procedures Section 3228.

II. Definition

- A. Volunteer—individual providing service directly to and under the supervision of the University with no promise or expectation of compensation.
- B. The following groups are not considered volunteers for the purposes of this section:
 - 1. Individuals whose service is provided in pursuit of personal educational goals or to earn educational credit.
 - 2. Individuals receiving payment for services rendered from a non-UC pay source (e.g., visitors receiving per diem or support from home institutions, employees of an organization with a contract to use University facilities).
 - 3. Individuals affiliated with and providing services on behalf of an external agency or service organization (e.g., Red Cross volunteers, BloodSource volunteers).
 - 4. Off-campus volunteers sponsored by but not under the direct supervision of the University (e.g., student teachers).
 - 5. Groups providing fundraising, public outreach, or other support services as described in UC Policy on Support Groups, Campus Foundations, and Alumni Associations.
 - 6. Individuals holding academic “without salary” appointments.
 - 7. Retired employees desiring occasional access to University facilities.

III. Policy

- A. Volunteer support may be used to help further the University mission of teaching, research, and public service, and to provide valuable experience to the volunteer.
- B. Volunteer support may be utilized whenever an individual volunteers assistance or services to the University and receives no compensation.
 - 1. Volunteer service may be utilized at the sole discretion of the department for which the volunteer provides assistance.
 - 2. A volunteer assignment must be established prior to the commencement of work.
- C. Volunteers shall not be used to replace paid employee positions.
- D. Volunteers shall abide by the rules, policies, and regulations of the University and the sponsoring department.

IV. Volunteer Assignments

- A. Volunteers should be at least 18 years old.
 - 1. Volunteers under 18 require additional reviews, approvals, and parental permission.
 - 2. Contact your Employment Consultant/Recruiter in Human Resources for information on volunteer assignments for minors.
- B. Volunteers shall not be assigned tasks that require any of the following:
 - 1. Access to University financial accounts or funds.
 - 2. Access to master keys.
 - 3. Access to confidential records or information.
 - 4. Operation of University vehicles.
 - 5. Access to controlled substances.
 - 6. Contact with hazards that require medical monitoring.
- C. Volunteer assignments that involve any of the following are considered sensitive and require a clear background check and special training or supervision:
 - 1. Care or security of patients, children, the elderly, handicapped, or mentally impaired.
 - 2. Handling of animals.
 - 3. Handling of cash.
 - 4. Use of or contact with hazardous substances, dangerous equipment, or materials.
 - 5. Access to building or office keys.

See Section 290-60 for information on injury and illness prevention programs.

See Personnel Policies for Staff Members UCD Procedure 21, Exhibit D for information on background checks (<http://manuals.ucdavis.edu/spp/ppsm21d.pdf>).
- D. The department may provide complimentary parking permits to volunteers.
- E. Volunteers may be compensated for incidental expenses in accordance with appropriate University policies.
- F. Volunteers shall be supervised by departmental staff or faculty. No volunteer may supervise an employee (including a student employee) or another volunteer.
- G. Volunteer services may be terminated without notice at the discretion of the department.

V. Procedures

- A. Following review of the need for a volunteer, the department shall contact their Employment Consultant/Recruiter to discuss the circumstances and nature for the volunteer activity, and to identify potential interested candidates (see <http://www.hr.ucdavis.edu/supervisor/recruitments/recruitment-resources/vol>).
- B. The department shall have the volunteer complete the following documents and retain the documents for departmental personnel files:
 - 1. The Volunteer Information form (<http://www.hr.ucdavis.edu/forms>), including a clear description of the volunteer activity.
 - 2. The Oath and Patent form.

- C. The department shall determine a reasonable end date for the assignment.
- D. The department shall maintain a record of service hours, including the date of service and the time the volunteer arrived and left the office.
- E. The department shall provide and document all necessary safety training and personal protective equipment needed by the volunteer to safely perform the volunteer service.

VI. Workers' Compensation and Self-Insurance Coverage

- A. Volunteers are covered by Workers' Compensation when acting within the capacity and scope of the volunteer assignment.
 - 1. The Volunteer Information form must have been completed prior to the volunteer assignment for coverage to be in effect.
 - 2. Any volunteer injured within the course and scope of service must immediately notify the supervisor of the injury and shall be sent to Occupational Health Services for medical attention (see Section 370-20).
 - 3. Workers' Compensation will contact the department for necessary documentation of the incident.
- B. Volunteers are covered by the UC General Liability, Automobile Liability, and Employment Practices Liability Self-Insurance Program when acting within the capacity and scope of the volunteer assignment.
 - 1. Departments considering utilization of volunteers should contact Risk Management Services to assess and minimize financial risks.
 - 2. The Volunteer Information form must have been completed prior to the volunteer working in the volunteer assignment for coverage to be in effect.
 - 3. The volunteer must immediately notify the supervisor of any accidents or damage to property.

VII. References and Related Policies

- A. UC Policy on Support Groups, Campus Foundations, and Alumni Associations (<http://www.ucop.edu/ucophome/policies/support/>).
- B. UCD Policy and Procedure Manual (<http://manuals.ucdavis.edu/PPM/about.htm>):
 - 1. Section 290-60, Occupational and Preventive Medicine.
 - 2. Section 370-20, Workers' Compensation.