OP 52.66 Volunteer Workers

PURPOSE:
The purpose of this Operating Policy/Procedure (OP) is to establish responsibility and policy regarding the appointment of individuals to voluntary, unpaid assignments.

REVIEW:
This OP will be reviewed in May every three years, or as needed, by the director of human resources with recommended revisions forwarded through the vice president for finance and administration to the president as needed.

POLICY/PROCEDURE:

1. Volunteer Worker Defined
A volunteer worker is an individual who is assigned to perform duties for a department or area of Angelo State University (ASU) without compensation or the expectation of compensation, beyond reimbursement for pre-approved specified expenses. A volunteer worker is not an employee for purposes of the Fair Labor Standards Act, nor is he or she eligible for benefits. A volunteer cannot be used in a position that would ordinarily receive compensation. Potential volunteer workers may be members of the public, ASU alumni, students, faculty, staff, or retired ASU faculty or staff.

The volunteer worker must be officially approved as a volunteer by the university prior to commencing the work experience, in accordance with the procedure in this OP. Volunteers are not employees of the university and should not be represented as employees. ASU accepts the service of volunteer workers.
with the understanding that such service is at the sole discretion of the university. Volunteer workers understand that the university may decide to sever the volunteer’s relationship with the university at any time or for whatever reason. Volunteers must comply with all applicable ASU policies and procedures.

2. Authorization

The sponsor/sponsoring department must give consent to authorize each volunteer worker or volunteer worker position. The Volunteer Worker Authorization Sheet shall be completed and provided by the sponsoring department to Environmental Health and Safety (for research purposes only) and to Human Resources prior to the volunteer commencing the work experience. For all volunteer worker positions, the original of each completed Volunteer Worker Authorization Sheet will be forwarded to Human Resources for final approval by the Office of Human Resources. Copies will be maintained by Environmental Health and Safety and Human Resources, and the original will be returned to and maintained by the sponsoring department.

The sponsoring department of each volunteer worker must provide an ASU employee to serve as a sponsor for each volunteer worker. Each volunteer worker will be supervised and receive instruction from their sponsor. The sponsor and sponsoring department must provide a work environment in full compliance with all state and federal labor regulations.

3. Conditions

Prior to receiving an assignment of work duties, each prospective volunteer worker must complete an Adult Volunteer Worker Application or, if the applicant is under age 18, an Angelo State University Minor Volunteer Worker Application which can be found on the Human Resources website. A copy of the Adult Volunteer Worker Application or Minor Volunteer Worker Application must be retained by the sponsoring department and a copy must be sent to Human Resources.

4. Release

Each volunteer worker who has received an assignment of work duties must execute a copy of the Volunteer Release Form prior to such duties. The form can be found on the Human Resources website. The Volunteer Release Form must be retained by the sponsoring department for the retention period specified in the Angelo State University Records Retention Schedule.

5. Management

A. Representative of the Institution

   1. Volunteer workers are not representatives of Angelo State University. Volunteer workers must seek consultation and approval from the sponsor who, in turn, must consult the appropriate university official prior to any action or statement that might affect or obligate the university. These actions may include, but are not limited to, public statements to the press, coalition or lobbying efforts with other organizations, or any agreements involving contractual or other financial obligations.

B. Confidentiality
1. Volunteer workers are responsible for maintaining the confidentiality of all appropriate or privileged information to which they are exposed while serving as volunteer workers, whether this information involves staff, volunteers, or other persons or involves overall institutional business. Failure to maintain confidentiality could result in ending the volunteer's relationship with the institution.

C. Work site

1. The sponsoring department should establish an appropriate workstation for volunteer workers prior to commencing the work experience. This workstation should contain necessary facilities, equipment, and space to enable the volunteer worker to perform his/her duties.

D. Records

1. Volunteer workers’ records shall be accorded the same confidentiality as employee personnel records.

6. Minors

Individuals under age 18 may be enrolled as a volunteer worker with written consent of a parent or guardian as recorded on the above forms. The assignment of volunteer workers under age 18 will be in non-hazardous environments, in compliance with federal labor standard 29 CFR 570, Child Labor Regulations, Orders and Statements of Interpretation, as well as all applicable ASU policies and procedures regarding minors in work environments. Volunteers under the age of 18 shall have supervision present at all times.

7. Right to change Policy

Angelo State University reserves the right to interpret, change, modify, amend, or rescind this policy, in whole or in part, at any time without the consent of employees or volunteer workers.

Attachments

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Approval Signatures

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<tr>
<th>Step Description</th>
<th>Approver</th>
<th>Date</th>
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<tr>
<td>Final Administrative Approval</td>
<td>Christena Parks: Curriculum &amp; Foreign National Faculty Coordinator</td>
<td>Pending</td>
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President Approval
Ronnie Hawkins: President 05/2023

Vice President for Finance and Administration
Angie Wright: Vice President for Finance & Administration 05/2023

VPFA Administration Representative
Justina Stark: Senior Administrative Assistant 05/2023

Director of Human Resources
Kurtis Neal: Director of Human Resources 05/2023

Assistant Director of Human Resources
Jessica Harlin: Assistant Director of Human Resources 05/2023

Initial Policy Review Representative
Christena Parks: Curriculum & Foreign National Faculty Coordinator 05/2023
Jessica Harlin: Assistant Director of Human Resources 05/2023