

	Florida Gulf Coast University Policy Manual	Policy: 3.045
	Volunteers	Responsible Executive: Vice President and General Counsel Responsible Office: Human Resources

I. POLICY STATEMENT

While Florida Gulf Coast University’s (FGCU) normal and customary work is accomplished by its employees, it recognizes the vital role that volunteers play in accomplishing its mission of learning, discovery, and engagement. This policy characterizes the relationship between the University and its volunteers and provides a mechanism for minimizing risk and protecting the interests of the volunteer, the University, and the University community.

II. REASON FOR POLICY

The purpose of this policy is to provide overall guidance and direction to faculty, staff, and volunteers when engaged in an approved volunteer activity. It is also to remind departments’ of their legal responsibilities when engaging the services of volunteers to assist within the department. This policy and the procedures within will assist departments to comply with federal, state, and local laws and FGCU’s regulations and policies.

III. APPLICABILITY AND/OR ACCOUNTABILITY

This policy applies to all Out-of-Unit Faculty, Executive Service, Administrative and Professional (A&P), Support Personnel (SP), and Other Personal Services (OPS) employees; and Volunteers. Volunteers for direct support organizations are to be addressed in the policies of such organizations.

IV. DEFINITION OF TERMS

A. *Volunteer*: Any person engaged in University activities when there is no employer-employee relationship between the University and the individual and the individual gives his or her services freely and gratuitously to the University without pressure, coercion, or contemplation of pay. For the purposes of this policy, the following are not subject to the provisions of this policy:

1. FGCU students engaged in approved Service Learning hours;
2. Students engaged in approved academic internships for course credit;

3. Board members of the University governing board(s) or its direct support organizations; and
 4. Advisory Committee members serving on committees in connection with the University, including the Institutional Review Board.
- B. *Approved Volunteer Activity:* Volunteer activity which has been approved through the process outlined in this policy. One-day, one-time volunteer activity will not be subject to the following procedures (such as Commencement and Campus Beautification Day).

V. PROCEDURES

- A. The Dean/Director, or designee, sponsoring the Volunteer must complete the FGCU Volunteer Role Description found on the Human Resources' webpage and provide as much detail as possible regarding the volunteer assignment.
- B. The Dean/Director, or designee, sponsoring the Volunteer will enlist Volunteers.
- C. The Dean/Director, or designee, sponsoring the Volunteer must review prospective Volunteers to ensure they can perform the duties of the volunteer assignment and, if applicable, have passed a criminal background check, in accordance with the University's criminal background check policy.
- D. Upon acceptance of a Volunteer, the Dean/Director, or designee, must complete the following procedures:
 1. Explain the manner and method by which the Volunteer will be expected to perform their assignment as detailed in the FGCU Volunteer Role Description form;
 2. Explain all policies and procedures that apply to the Volunteer;
 3. Provide any assignment-specific training that is deemed necessary;
 4. Upon completion of training and review of the assignment, the Dean/Director, or designee, will have the Volunteer read and sign the Volunteer Agreement form found on the Human Resources' webpage;
 5. Obtain the Volunteer's contact information by having the Volunteer complete a Volunteer Personal Data Form found on the Human Resources' webpage; and
 6. Submit the signed Volunteer Agreement form and the Personal Data form to the Office of Human Resources. If the volunteer is to serve on a continual basis without a fixed end date, the supervising employee of the

volunteer must notify Human Resources when the volunteer ceases to provide volunteer services.

VI. RELATED INFORMATION

FGCU Policy #3.037, Criminal Background Check Policy

VII. HISTORY

New 10/14/2015

APPROVED


President

October 14, 2015
Date

ARCHIVED