

JACKSONVILLE STATE UNIVERSITY
Manual of Policies and Procedures

POLICY NUMBER: I:02:20

DATE: July 1, 2005

REVISION/REVIEW DATE: Aug 2011, Nov 2014

SUBJECT: Volunteers

APPROVED: William A. Meehan, President

PURPOSE

The purpose of this policy is to address the use of volunteers by University offices and/or departments.

POLICY

Occasionally a department or office may request or be offered, the voluntary services of an individual who wishes to assist with an activity, project, or event of the University. When this occurs, the department/office using the volunteer should contact the Office of Human Resources. Human Resources will send a Voluntary Services Agreement. The agreement is to be signed by the volunteer and appropriate supervisor(s) as indicated on the form. The supervisor overseeing the work of the volunteer should make a copy of the agreement for his/her files and then return the original to the Office of Human Resources.

Completion of the Voluntary Services Agreement, prepared annually, documents that the volunteer is performing his/her activities without the expectation of compensation, and ensures the University is protected from liability in the event of accident or injury.

The volunteer may travel with employees and/or students; however, the volunteer is not permitted to drive University vehicles and will not be reimbursed for expenses incurred while volunteering.

RESPONSIBILITY

The Vice President for Finance and Administration is responsible for this policy.

EVALUATION

The policy will be evaluated on a biennial basis by the Chief Human Resources Officer.