TITLE: VOLUNTARY SERVICE

Policy: Youngstown State University (YSU) depends on volunteer support to accomplish its mission. The service, advice, and insight volunteers provide is an invaluable resource. YSU will make every effort to provide services and enhance the experiences of volunteers but is not responsible for unforeseen outcomes that might occur.

This policy addresses various issues regarding the engagement of volunteers for service to YSU, defines the voluntary relationship, its privileges and responsibilities and clarifies YSU’s liability for using the services of volunteers.

All Volunteers are required to complete the Volunteer Agreement and Release.

Volunteers: Uncompensated individuals, who perform subsidiary services which are directly related to the business of YSU, support or assist with the activities of YSU, or are used to gain experience in specific endeavors. Volunteers provide services on a regular basis, are not considered employees for any purpose, must not represent themselves as employees, are not covered by the Fair Labor Standards Act and are not eligible for any university benefits, including Workers’ Compensation, as a result of this voluntary agreement. Volunteers may be subject to a background check. An employee may not become a university volunteer in any capacity in which he or she is or expects to be employed at YSU or which is substantially the same or similar to the employee’s regular work at YSU.

Individuals who are invited to provide services or expertise on a guest basis are not considered “volunteers” as it relates to this policy.

Privileges: In order to be authorized for many campus privileges a YSU ID card is required. Some privileges associated with a YSU ID card may be network and internet access, access to Email, and YSU Portal access. Privileges may also be granted to the library and a parking pass may be issued if authorized by the department in the Volunteer Agreement.

Responsibilities: Voluntary Service, while uncompensated, establishes the volunteer as an important community resource and a representative of YSU. Volunteers are expected to abide by university policies and practices, included but not limited to those addressing discrimination/harassment, minors on campus, use of University equipment, vehicles and resources, and drug-free and smoke free environment. Review the University Guidebook at: http://web.ysu.edu/gen/ysu/70007999_Human_Resources_m886.html

Payments: Normally, payment, promise of payment or special consideration for voluntary services are not allowed. A gift/nominal payment may be allowable in specific instances with prior approval. However, the department will reimburse for pre-approved actual and reasonable expenses arising from the performance of assigned tasks following the standard university reimbursement procedures.

Prohibited Activities (including but not limited to):
- Operating heavy equipment
- Driving on YSU business, unless authorized under YSU’s driving policy
- Working with or exposure to hazardous materials or stored energy
- Being a human research participant or a laboratory volunteer
- Any activity considered inappropriate for an employee
- Entering into any contract on behalf of YSU

Dismissal: A YSU volunteer’s service may be ended at any time at the sole discretion of YSU and without prior notice. Likewise, a volunteer may give notice of intent to leave at any time.

Confidentiality: A volunteer shall keep all information confidential, in whatever form, produced, prepared, observed or received by the volunteer to the extent such information is confidential by law.

PROCEDURES FOR AUTHORIZATION:

It is the department’s responsibility to be certain that the volunteer has adequate experience, qualifications, applicable background checks, and training for the tasks he or she will be performing. The department is required to submit a brief description of the services the volunteer will be performing. HR will review for appropriateness of services provided.

- Complete a Youngstown State University Volunteer Agreement and Release form
- Attach the description of services the volunteer will be performing
- See further instructions on YSU Volunteer Agreement and Release Form
- Complete a Youngstown State University Background Release form and Employee Personal Data Form.