

VOLUNTEER WORKERS
Policy and Procedures

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PURPOSE

The purpose of the Volunteer Workers P&P is to provide overall guidance and direction to managers, staff, and volunteers. It is also to remind departments of their legal responsibilities when hiring volunteers to assist within the unit. This P&P will assist departments to comply with Federal and State regulations and UW policies while protecting the interest of volunteers, the unit, and the UW.

DEFINITION OF VOLUNTEER

A volunteer is someone who:

- Is unpaid;
- Offers services freely without coercion or pressure to serve;
- Has no expectation of receiving pay or other benefits including future positions at the University;
- Does not currently and/or did not previously hold a position performing the same tasks; and
- Does not displace a current or past paid position and whose volunteer services are not substantially the same as a paid position.

Please see the Washington Department of Labor and Industries Employment Standards Administrative Policy ES.A.1 which further defines volunteer service:

<http://lni.wa.gov/WorkplaceRights/files/policies/esa1.pdf>.

GUIDELINES

Volunteer service should not displace work performed by University employees. Volunteer service should not be used to circumvent the established processes that govern the University's hiring processes.

Volunteers should not normally have an employment relationship with the University and volunteer service is not covered by the Fair Labor Standards Act (FLSA) or Washington wage and hour laws. However, employees outside of the unit may volunteer for events and programs in other units as long as the volunteer activity is not a general duty or responsibility of their current paid position.

Supervisors should track the dates and hours of volunteers, this is to ensure that if a volunteer is injured, he or she is covered by the University's workers' compensation and insurance policy.

Volunteers receiving academic credit for work they perform are classified as “interns” and are not covered by UW workers’ compensation. Interns must provide their own coverage for accidents or injuries that occur while performing intern work.

Volunteers who are not covered by UW workers’ compensation:

- Unpaid student interns who are enrolled at the UW or another institution of higher education and participating in an approved/authorized work-training program for a defined period of time.

Volunteers who are covered by UW workers’ compensation:

- Unpaid student volunteers not enrolled at an institution of higher education and/or not in an approved/authorized work-training program for a designated period of time.
- Unpaid high school students volunteering for credit.
- Unpaid UW, other college, or high school student volunteers NOT receiving credit.

Volunteers under the age of 18 cannot:

- Drive or operate machinery
- Perform jobs requiring specialized personal protective equipment

Further Washington State rules on hiring minors can be found at:

<http://www.lni.wa.gov/WorkplaceRights/TeenWorkers/HiringMinors/default.asp>.

Volunteer service should not be engaged if it is not permitted by visa status and immigration law rules. Please see Section III of the volunteer form.

- J-2 visa holders who have obtained an I-766 Employment Authorization Document may volunteer. (A J-2 visa holder who volunteers without obtaining an Employment Authorized Document may jeopardize his/her visa status and subject the University to significant fines and/or loss of federal grant funding.)
- Visa holders may not volunteer services while their work authorization is pending.
- Please consult with the Office of International Student Services (ISS) about restrictions for individuals in other visa classifications at 206-221-7857.

TRAINING REQUIREMENTS

At a minimum, supervisors must provide the following to volunteers:

- The opportunity to attend orientation
- Access to online Asbestos Awareness Training
- Information on how to report emergencies, injuries, and unsafe conditions
- Emergency evacuation procedures and routes
- Additional training may be required based on the volunteer’s activities

VOLUNTEER QUALIFICATIONS

- Volunteers must be 14 years or older. If less than 18 years old, parental consent to volunteer is required. (Please see Appendix A.)

- Volunteers under the age of 18 may have restrictions on their work hours. Please see <http://www.lni.wa.gov/WorkplaceRights/TeenWorkers/Hours/default.asp> for detailed information.
- If a volunteer is a UW employee, his or her job duties must be substantially different from the volunteer service.
- A volunteer must pass a background check if he or she has access to confidential information or may be responsible for handling money.

VOLUNTEER EXPECTATIONS

- Notification procedures for attendance/absence
- Follow State and University policies
- Follow Department dress code policy
- Willingness to learn

UNIVERSITY ADVANCEMENT VOLUNTEER SERVICE AGREEMENT

SECTION I: VOLUNTEER INFORMATION (to be completed by volunteer)			
Volunteer's Last Name:	First Name:	Middle Name:	Date of Birth:
Volunteer's Address:	City:	State:	Zip:
Phone Number:	Email:	Emergency Contact Name:	Emergency Contact Phone Number:
Are you employed at the UW? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide department, position, current FTE and a brief description of duties & responsibilities:			
Disclaimer: I understand that my volunteer service is unpaid and I do not expect a paid position in the future or any other tangible benefit in return for my volunteer service. I further understand that University Advancement may terminate this agreement at any time without prior notice.			
Volunteer's Signature: _____		Date: _____	

SECTION II: VOLUNTEER WORK DETAILS (to be completed by supervisor)		
Volunteer Start Date:	End Date:	Supervisor(s) Responsible for Volunteer:
Supervisor Phone:	Supervisor Email:	Department(s) / Project(s) where volunteer will provide service:
Description of duties & responsibilities of the volunteer:		
As the supervisor to the volunteer listed in Section 1, I agree to oversee the volunteer's training and activities. The volunteer is authorized to serve based on his/her visa status. I also agree to document the dates and hours of the volunteer's services to the Department.		
Supervisor Signature: _____		Date: _____

SECTION III: VOLUNTEER WORK STATUS IN U.S (to be completed only if the volunteer is a visa holder)
I understand that performing volunteer service on a visa that does not permit work may subject the University to significant fines and negatively affect the visa holder's status. I am authorized to perform volunteer service because I hold a _____ visa or a _____ visa and an Employment Authorization Document.
Volunteer's Signature: _____ Date: _____

University of Washington | Human Resources

PARENT / SCHOOL AUTHORIZATION FOR EMPLOYMENT OF A MINOR

This form, with copy of proof of age, is to be kept by the employer and be available for departmental audit.
Attach copy of birth certificate or other proof of age document.

Distribution: Retained by employee and available for departmental audit.

SECTION I: COMPLETED BY EMPLOYING DEPARTMENT			
Minor's Last Name:	First Name:	Middle:	
Minor's Address:	City:	State:	Zip:
Name of Minor's School:			
School's Address:	City:	State:	Zip:
Maximum Hours / Day at Work:	Maximum Working Days / Week:	Is Minor Employed at Any Other Job? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If employed, the minor will have the following duties:			
Working Hours: From: am/pm To: am/pm	Minor's Meal Period:	Minor's Rest Period:	Wage / Hour (if paid): \$
Department:	Department Box Number:	Department Phone:	
Department Address:	City:	State:	Zip:
Signature of Minor: _____			Date: _____
Signature of Supervisor: _____			Date: _____

SECTION II: PARENTAL AUTHORIZATION			
<i>To be completed by minor's parent or guardian (after hiring department completes top section)</i>			
"I am willing for my child to be employed at the occupation and under the conditions stated above."			
Minor's Birthdate:	Sex:	Signature of Parent or Guardian: _____	Date: _____

SECTION III: SCHOOL AUTHORIZATION		
<i>To be completed by school official if minor will work during school year</i>		
"The hours of employment stated above meet the requirement of school attendance regulation and are hereby approved. The minor will attend school as follows."		
School Grade Completed:	Hours / Day in School:	If minor is in work-experience program, please explain:
Date:	Phone:	
Title:	Signature of School Authority: _____	