

<b>Policy:</b> Volunteers and Unpaid Interns	<b>Policy No:</b> I-1.15
<b>Policy Owner(s):</b> Human Resources	<b>Original Date:</b> 08/11/2021
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- I. **POLICY:** Individuals who volunteer their time and expertise to John Carroll University (“the University”) provide important services to the University and its non-profit, educational mission. In turn, [Volunteers](#), who provide services to the University without expectation of compensation or financial benefit, gain valuable experience and a sense of personal satisfaction from performing such services. [Volunteers](#) include [Unpaid Interns](#). Departments who utilize [Volunteers](#)’ services should make every effort to ensure that they promote a productive, safe, and mutually beneficial environment for both [Volunteers](#) and the respective recipient of services.
  
- II. **PURPOSE:** This policy will set out the guidelines under which a qualified individual may provide volunteer services that support and enhance the mission of John Carroll University while minimizing risk or cost to the University.
  
- III. **SCOPE:** All faculty, staff and students of the University, as well as [Volunteers](#).
  
- IV. **DEFINITIONS:**  
Volunteer- any individual who voluntarily and without receipt of compensation or financial benefits, offers or donates services, usually on a part-time basis, to support the educational, humanitarian or public service purposes of the University or for the benefit of education, training or professional experience. Volunteers may include retirees, students, alumni, or others that perform volunteer service or perform [Unpaid Internship](#) activities. The individual must be willing to provide such services according to the provisions of this policy and without expectation of compensation or benefit from the University. Volunteers are not employees of the University related to their volunteer services. If the services provided pose risk of injury/damage to the Volunteer or the Volunteer’s property, the Volunteer will assume such risk without seeking recourse from the University, as appropriate.

Unpaid Interns- Individuals who choose to volunteer for the purpose of educational or professional training interest as part of a formal or informal educational program.

- V. **ELIGIBILITY**: Any individual may serve as a University Volunteer with the following restrictions:
- A. The individual must possess adequate experience, training, and expertise to perform the task(s) the Volunteer will perform as a University Volunteer.
  - B. A current University employee may not serve as a University Volunteer in any capacity in which the Volunteer is employed at the University, or which is substantively similar or related to the employee's regular work responsibilities. A current employee may volunteer for special events, programs, or in any capacity that differs from the Volunteer's regular employment. However, the employee shall not receive any extra compensation or benefit for such volunteer service.
  - C. University Volunteers may not be used to replace employee positions or impair the employment of a University position.
  - D. Any Volunteer under the age of 18 must have written permission from a parent or guardian prior to performing volunteer services for the University.
  - E. Foreign nationals must have the appropriate visa and authorization to engage in volunteer activities, as required by law. Questions can be directed to Human Resources or the Office of Global Education.
- VI. **PROCEDURES**:
- A. Volunteer services must be voluntary and rendered without compensation or the expectation of compensation being received.
  - B. A Volunteer who renders services of the Volunteer's own free will, without receipt of compensation or remuneration of any kind, does not need to complete a federal Form I-9 – Employment Eligibility Verification ("Form I-9"). If a person receives any kind of compensation from the University for services, a Form I-9 needs to be completed and the person needs to be appointed as an employee.
  - C. Volunteers are obligated to comply with all University policies while engaged in services on behalf of the University or while on University property, including but not limited to policies that prohibit discrimination and harassment; health and safety; confidentiality; and sensitive data.
  - D. University Volunteers must be provided with and utilize the necessary training, equipment, and/or supervision to safely carry out the assigned volunteer services. All Volunteers must be supervised by University staff or faculty as appropriate to the services being performed.

- E. [Volunteers](#) are not eligible for any University benefits, including unemployment or worker's compensation benefits.
- F. An individual who volunteers services in a capacity that requires a license or certificate must satisfy that requirement prior to performance of those duties. For example, a medical doctor who volunteers medical services must have a current license to practice medicine and carry out the medical services at the time the volunteer services are performed.
- G. Personal identification, fingerprinting, motor vehicle record checks, and/or background checks are required of [Volunteers](#) in accordance with University policies.
1. Background checks are required for [Volunteers](#) who are authorized adults and have or is likely to have responsibility for the care, custody or control of a minor child as part of a program sponsored or operated on University property or at an off-campus location (see Minors on Campus policy).
  2. Sensitive positions are those designated by the University as requiring heightened scrutiny of individuals holding the position, based on concerns for the safety and security of people, animals, or property, or heightened risk of financial loss to the University or individuals in the University community.
  3. A [Volunteer](#) may be subject to removal from the volunteer service if the results of a background check indicate that the [Volunteer](#) is not qualified to perform, or poses a risk in performing, the volunteer services or activity under the University's standards.
  4. Volunteers may only drive University-owned vehicles after becoming an authorized driver as per the University Vehicles policy.
- H. The following approval and background check procedures must be completed prior to any volunteer service being performed unless an exception exists for the volunteer services (see exceptions set out in Section VI. H of this policy), including for the following:
- Volunteer activities with students and/or subjects of experiments;
  - Activities with minors such as camps (see Minors on Campus policy);
  - Long-term or on-going volunteer services such as mentoring or tutoring;
  - Recreational and competitive sports coaching through the Athletics Department;
  - Academic coaching or mentoring; and/or
  - Services or departments requiring access to confidential, proprietary or financial information of the University.

1. Departments seeking to engage a [Volunteer](#) must first submit a Request for Voluntary Services indicating approval by the appropriate supervisor or department head. ([link to Volunteer Request Google Form](#)). If the [Volunteer](#) would be subject to the Minors on Campus Policy or another University policy requiring division approval, the Division's leadership/Vice President must also approve the [Volunteer](#) via the Minors on Campus or other applicable policy and procedures. To ensure consistency in application, Human Resources will receive and review the Request for Voluntary Services forms, and will process the request before a person is allowed to perform volunteer services in any capacity.
  2. If approved, the [Volunteer](#) must complete the volunteer's information section of the Volunteer Agreement Form and a Background Request Form. These forms will then be attached to the approved Request for Voluntary Services form and forwarded to Human Resources for review.
  3. Human Resources will conduct criminal background checks and must receive results acceptable to Human Resources and to the University before the [Volunteer](#) can engage in any activities or services to the University. [Volunteers](#) who are "authorized adults" responsible for the care, custody or control of a minor child as part of a program sponsored or operated on University property or at an off-campus location must receive a criminal background check as required by the Minors on Campus Policy.
  4. Human Resources and/or the Department will determine specific training required for the [Volunteer](#) based on the services or activities to be performed by the [Volunteer](#).
  5. Supervisors will reaffirm on a yearly basis if the [Volunteer](#) in their department will continue to serve in the same capacity. As appropriate and depending upon the nature of the [Volunteer's](#) service, the University may require the completion of renewed forms or background checks.
  6. If the volunteer services to be performed or department receiving the services of a [Volunteer](#) changes within the year, all applicable forms and processes under this policy must be completed once again.
- I. Exceptions: The following volunteer services do not require that the procedures above be completed, including the Volunteer Agreement or Background Request Form (unless required by another University policy (i.e: Minors on Campus):
- Commencement volunteer;
  - Phone-a-thon volunteer;
  - Fundraising activities;

- Public speakers and speakers approved under the Speakers and Events Policy;
  - Ushering for campus events;
  - Participation in all volunteer University boards and committees;
  - Advising or mentoring students or student organizations as an employee of or acting on behalf of a third party organization, and/or
  - Specific one-time activities that do not involve any significant potential risk of harm or liability to the [Volunteer](#) or related to the Volunteer's services would not require a Volunteer Agreement or Background Request Form.
- J. Departments may provide access to University resources and services (e.g., email, phone) to [Volunteers](#) for the purposes and duration of the volunteer assignment. Upon completion of their volunteer service, [Volunteers](#)' access to provisional services must be terminated (except where otherwise permitted by University policy, such as the [Volunteers](#) who are provided email due to their status with the University (i.e. alumni, emeritus faculty etc.).)
- K. University [Volunteers](#) may not:
1. Enter into contracts on behalf of the University;
  2. Be granted access to or authority over student financial accounts or funds; and
  3. Be granted access to confidential or proprietary information of the University, unless specifically authorized by the department and necessary to complete the volunteer service.
- L. When essential to the volunteer assignment, the University may issue keys (e.g., to lockers, desks, offices) to [Volunteers](#). Departments must have procedures in place to determine and monitor the appropriate issuance of keys, ensure that keys are returned at the end of the volunteer assignment, and to ensure that risks to the University are mitigated. Under no circumstances are master keys to be issued to [Volunteers](#).
- M. [Volunteers](#) are prohibited from representing or inferring or projecting an appearance that they are representing or otherwise making statements on behalf of the University, unless appropriately authorized to do so by the department.
- N. Although [Volunteers](#) are not eligible for compensation, wages or nominal fees in exchange for their service, they are eligible for reimbursement of expenses, such as meals, materials essential to their volunteer service, travel expenses and allowances for official University business in accordance with University travel reimbursement policy and procedures. [Volunteers](#) do not lose their [Volunteer](#) status as result of appropriate reimbursement for expenses.

- O. Volunteers may only drive
- P. A University [Volunteer](#)'s service may be terminated at any time without prior notice to the [Volunteer](#). Likewise, a [Volunteer](#) may terminate volunteer services to the University at any time without prior notice to the University.

**VII. CROSS REFERENCE:**

Minors on Campus Policies and Procedures: <https://jcu.edu/hr/minors-campus-policy>

[Mission Leave: https://jcu.edu/sites/default/files/2020-02/1-4.6%20Mission%20Leave\\_10%2008%2019\\_0.pdf](https://jcu.edu/sites/default/files/2020-02/1-4.6%20Mission%20Leave_10%2008%2019_0.pdf)

[University Vehicles Policy: http://webmedia.jcu.edu/hr/files/2017/08/II-2-University-Vehicles.docx.pdf](http://webmedia.jcu.edu/hr/files/2017/08/II-2-University-Vehicles.docx.pdf)

[Volunteer Request Google Form](#)