

The University of North Texas at Dallas Policy Manual	Chapter 5.000
5.030 University Volunteers	Human Resources

Policy Statement. The University of North Texas at Dallas (UNTD) is committed to promoting civic engagement by providing opportunities for volunteerism at UNTD and the community it serves.

Application of Policy. This policy applies to all volunteer services.

Definition(s).

University Volunteer. “University volunteer” means an individual who provides services for or on behalf of UNTD, on its property, or at an activity related to or sponsored by the university without promise, expectation, or receipt of any compensation, future employment, or any other tangible benefit.

Volunteer Services. “Volunteer services” means activities directly related to the humanitarian, charitable, or public service missions of the University, or activities performed to gain experience in specific endeavors, without compensation in excess of reimbursement for expenses.

PROCEDURES AND RESPONSIBILITIES.

Volunteer Programs. Any University department may establish a volunteer program. All volunteer programs must comply with State and Federal laws, this UNTD policy, and have the written approval of the Provost and/or EVP & CFO.

Each department that uses University volunteers is responsible for:

1. Developing an effective training program for volunteers;
2. Assessing the volunteer program, the performance of the volunteers, and the cooperation of UNTD staff with University volunteers; and,
3. Conducting reviews to ensure the effectiveness of its volunteer program.

Responsible Party: Department Leaders

Administrative Guidelines. The following administrative guidelines apply to all University volunteer programs:

1. University volunteers may not replace employee positions or displace work that is being performed by a University employee.
2. University volunteers are not considered employees of the University for any purpose and are not eligible for compensation or any University benefit, including Workers' Compensation.
3. Upon request, University volunteers may be reimbursed for actual and necessary expenses incurred in the performance of volunteer services for a University-sanctioned board, committee, panel, taskforce, or other group appointed by the University. Expenses must be approved in advanced by the appropriate administrator and properly accounted for on the Volunteer Expense Reimbursement Form. Any reimbursements to University volunteers must be made in accordance with University policies and procedures.
4. A non-University student under the age of eighteen may only volunteer with written parental consent. Any individual who is younger than sixteen years old may volunteer as part of an approved school program pursuant to an agreements between the University and the individual's secondary school.
5. University volunteers are expected to abide by the policies and procedures of the University. All new University volunteers are required to attend a mandatory orientation prior to providing volunteer services to the University. This orientation requirement may be waived for UNTD employees.
6. University volunteers may not perform activities which may pose an unreasonable risk to the health or safety of volunteers or members of the University community, including but not limited to:
 - iii. working with hazardous materials;
 - iv. working with stored energy (e.g., steam, electricity, gas, hydraulics);
 - v. working with infectious or potentially infectious agents, including blood;
 - vi. working with animals or in laboratories where animals are present; or
 - vii. any activity considered inappropriate for any UNTD employee.

7. University volunteers are eligible to operate mobile equipment and rental vehicles upon approval from their volunteer program's department head and in compliance with UNTD Policy 15.008. UNTD is not responsible for medical expenses incurred by volunteer drivers when operating mobile equipment or rental vehicles.

8. UNT Dallas employees wishing to provide volunteer services must do so outside the employee's normal work hours, except for those volunteer services permitted by State law, Regents Rule 05.800, and UNTD Policy 5.017.5.

9. When a UNTD employee wishes to volunteer his or her services to UNTD, the proposed volunteer service must meet the following criteria:
 - i. be in a different capacity and occupational category than which he or she is employed at the University.

 - ii. be for a civic, charitable, or humanitarian purpose without any promise, expectation, or receipt of compensation by the employee;

 - iii. be voluntary, without any direct or implied coercion; and

 - iv. be approved in advance by the department head.

10. A volunteer assignment may be terminated at any time at the sole discretion of UNTD.

Responsible Party: Department Leader

Application and Screening Volunteers. Before an individual may volunteer services to the University, a completed volunteer application must be on file and the individual's qualifications must be reviewed by the department head as meeting the minimum qualifications for the task to be performed. Criminal background checks must be completed before services commence in accordance with UNTD Policy 5.027. The Provost and/or EVP & CFO or his or her designee may grant an exception to the criminal background requirement for volunteers.

The costs of performing criminal background checks will be paid by the department requesting the volunteer services.

Responsible Party: Prospective and current volunteers; Department leader

Records Retention. All records created to comply with this policy must be maintained in accordance with the University's records retention schedule.

Responsible Party: All departments **References and Cross-references.**

Texas Government Code Chapter 2109

Texas Education Code section 51.937

Regents Rule 05.800

UNTD Policy 5.027, Criminal History Checks for Security-Sensitive Positions

UNTD Policy 5.017.5, Other Leave of Absence with Pay

UNTD Policy 15.008, Operation of University Vehicles

Forms and Tools.

University Volunteer Application

Volunteer Expense Reimbursement Form

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