



VOLUNTEER PROGRAM GUIDELINES

Purpose:

Volunteers provide an important resource for Eastern Kentucky University (“EKU”) in carrying out its educational mission. The purpose of this program is to enable EKU to effectively manage its engagement and use of volunteers, reduce possible risks associated with the use of volunteers and otherwise serve the best interests of EKU.

Definition:

An EKU volunteer is a person who freely performs assigned and authorized duties for and directly related to the business of EKU without compensation.¹ To qualify as an EKU volunteer, an individual must be willing and able to provide services according to the terms of this policy.

General Rules for Volunteers:

EKU Volunteer Status and Responsibilities

EKU volunteers must abide by all EKU personnel policies and procedures, including but not limited to those relating to ethical behavior, safety, confidentiality, student records, harassment and discrimination, computer use, and drug and alcohol use. Nevertheless, EKU volunteers are not considered employees. Therefore, EKU volunteers are not eligible for wages or benefits as a result of their volunteer service except for workers’ compensation, which may be provided upon a volunteer’s agreement to be bound by all laws and limitations governing workers’ compensation in the Commonwealth of Kentucky.

Who May Volunteer

Anyone, including retirees, students, alumni and others, may provide volunteer services for EKU, provided the requirements of this policy are met. The following restrictions apply to all volunteers:

- Individuals under the age of 18 may not serve as EKU volunteers;
- Current employees may not serve as volunteers at EKU in any capacity in which they are employed at the University, or which is essentially similar to or related to their regular work at the University;
- A current employee may only volunteer for special events; and
- Volunteers cannot provide a service or perform duties that would replace that of an actual employee.

Prohibited Activities

EKU volunteers are also prohibited from performing the following activities at EKU:

- Operating heavy equipment owned or used by EKU, including EKU vehicles;
- Working with stored energy (e.g. steam, electricity, hydraulics);
- Doing any activity considered inappropriate for any EKU employee; and
- Entering or purporting to enter into any contract, or otherwise creating or purporting to create any kind of binding obligation, on behalf of EKU.

¹ EKU may reimburse volunteers for actual, authorized expenses incurred in the performance of assigned and authorized volunteer duties. In extremely limited circumstances, the Human Resources Department may authorize a nominal stipend unrelated to productivity.

Procedure for Engaging Volunteers:

Prior to beginning service, an individual who wants to provide volunteer services at ECU must be approved by the Human Resources Department pursuant to the following procedure:

1. Departments wishing to engage a volunteer must provide the Human Resources Department with a complete written description of the duties, services and physical requirements to be performed by the volunteer.
2. Departments wishing to engage a volunteer must clearly designate the potential volunteer's supervisor in writing to Human Resources and if the person is engaged as a volunteer, to both the volunteer and the supervisor.
3. The potential volunteer must submit a completed "Volunteer Services Application" to the Human Resources Department.
4. The Human Resources Department will review the application and, if the application is complete, the Human Resources Department will meet with the applicant to go over the application and ask any job-related questions the Human Resources Department may have to help determine whether the applicant may serve as a volunteer under ECU policy. The Human Resources Department may include the applicant's anticipated supervisor and other members of the relevant department in the interview as appropriate. The Department will contact the references identified by the applicant in his/her Volunteer Services Application.
5. If the Human Resources Department and the relevant department agree to engage the applicant as a volunteer, the Human Resources Department will notify the applicant of conditional approval and then shall conduct a criminal background check, which shall include review of state, federal and juvenile records. Convictions, guilty pleas and *Alford*/"no contest" pleas reasonably related to the applicant's anticipated volunteer duties and responsibilities will be grounds for denial of volunteer service at ECU.
6. Upon successful completion of all the steps outlined above, including successful completion of a criminal background check, the individual will be required to sign a volunteer agreement and undergo appropriate training. Thereafter, the volunteer may begin performing assigned and authorized volunteer duties at ECU.

The Human Resources Department will maintain a file for each ECU volunteer containing the relevant description of duties, services and physical requirements; the volunteer's application; the results of the volunteer's background check; the volunteer's signed volunteer agreement; documentation of receipt of appropriate training by the volunteer; and any other documentation deemed necessary by the Department of Human Resources.

The above process must be completed in any of the following circumstances:

- Prior to an individual providing services as a volunteer for the first time;
- For returning volunteers, after a break in service of more than one year; and
- When a current volunteer's duties are materially changed.*

*In this circumstance, some steps in the above process may not be applicable.

An ECU volunteer's service may be terminated at any time, for any reason or no reason at all, with or without prior notice.