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Policy Name:

Volunteer Policy

Purpose and Scope

This policy aims to define the roles and responsibilities of volunteers at Alvernia University, ensuring that volunteer contributions enhance the University's ability to fulfill its mission while providing volunteers with a rewarding and meaningful experience.

This policy applies to all volunteers engaged in any capacity at Alvernia University, including employees, students, alumni, community members, and other stakeholders.

Definitions:

Volunteer: An individual who performs service for Alvernia University without compensation. Volunteers donate their services, usually on a part-time basis, not as employees, without contemplation of pay. Such individuals are not considered employees of Alvernia University.

Responsibilities

Title or Role	Definition and What They are Responsible For
Vice President of Business Affairs	Maintains and enforces this policy. Receives exceptions to the policy.
Senior Leadership Team	Serves as final approval for policy and assists with reviewing exceptions to the policy.

Policy

Alvernia University welcomes volunteer support to accomplish its mission. Volunteers are not permitted to perform or displace work that University employees are presently performing. Volunteer arrangements may not be used to circumvent the established processes that govern standard University-authorized hires.

Volunteers are expected to abide by all University policies, procedures, and regulations, including but not limited to those relating to ethical behavior, safety, confidentiality, protected health and student information, computer use, financial responsibility, and alcohol/drug use. The Volunteer will be subject to all such policies during the provision of volunteer services, whether on or off campus. University volunteers are not covered by the Fair Labor Standards Act minimum wage, overtime, and record-keeping requirements and are not considered University employees for any purpose. Therefore, university volunteers are not eligible for compensation or any university benefit as a result of their association with the University.

Policy Procedure

To ensure that an individual performing volunteer services is not an employee for purposes of the Fair Labor Standards Act (FLSA), all of the following criteria must be satisfied in order for the individual to be approved as a volunteer:

- The services are intended to be voluntary and to be rendered without compensation;
- The services must constitute a bona fide effort of the individual to volunteer for humanitarian or public service purposes or the benefit of education, training, or professional experience;
- Volunteers must not be used in ways that displace or replace regular employees in the performance of their normal duties.

Eligibility:

Any individual over the age of 18 may serve as a University volunteer. The individual must possess adequate experience, training, and expertise to perform the task(s) they will perform as a University volunteer. A current employee may volunteer for special events, programs, or in any capacity that differs from their regular employment. However, the employee shall not receive any extra compensation or benefit for such volunteer service.

Requirements and Responsibilities Pertaining to Volunteers:

Volunteers are subject to and must abide by all applicable University and/or department policies. It is the responsibility of the Sponsoring Supervisor to review the applicable policies with the volunteer. Volunteers must satisfactorily complete all required/applicable training, clearances and orientation appropriate to the role prior to commencing activities.

Safety and Liability:

Volunteers are covered by Alvernia University's general liability insurance policy while performing approved volunteer activities. Specific terms and coverage details are available upon request from the Director, Environmental Health, Safety & Risk Management.

Termination:

A University volunteer's term of service may be terminated at any time without prior notice. Likewise, a volunteer may terminate their services at any time without prior notice.

Prohibited Activities:

Volunteers cannot replace or be substituted for current employees or perform work that would otherwise require another individual to be employed.

Approved versions of this policy will be posted on the AU Portal.

Exceptions to Policy

Exceptions to this policy must be requested in writing by filling out the Policy and Procedure Exception form (linked below) and submitting it to the individual named in the Responsibilities section who assists with reviewing exceptions to this policy.

Policy Review

The Business Affairs policies should be reviewed on a 5-year cycle and updated when institutional needs or goals change.

References and Related Policies

This section contains any other policies, 3rd party standards, or guidelines referenced by this policy.

References

N/A

Related Policies

N/A

Exhibits

This section contains any forms or exhibits referenced by this policy.

- [Policy and Procedure Exception Form](#)

Document Review Log

Date Reviewed		Description of Changes
5/15/2024		SLT Approved