

Policy 1991-04-A: *Volunteerism*

See Also:

Board of Governors' Policy 2014-01-A
Board of Governors' Policy 1986-07-A
State System Procedure/Standard Number 2011-07
State System Procedure/Standard Number 2015-21

Adopted: July 18, 1991
Amended: May 14, 1998;
January 26, 2017

A. General

Volunteerism is encouraged throughout Pennsylvania's State System of Higher Education. Volunteers represent a most valued human resource whose contributions without compensation or promise result in immeasurable benefit to our students, the State System, and the Commonwealth. This policy recognizes the value of volunteers and their services, and specifies requirements and protections for their use. It is understood that volunteers will not be used in a fashion that displaces incumbent bargaining unit employees, and that when practicable and appropriate, discussion in advance of volunteer usages may occur at local meet and discuss.

B. Definition

Volunteer—Any individual, including but not limited to students, authorized by an appropriate appointing authority or designee of an appointing authority, who provides services to the State System or any State System entity without remuneration from the State System entity. For purposes of this policy, this includes members of governing bodies and student associations.

State System Entity—One of the State System universities or the Office of the Chancellor.

C. Policy

1. To be recognized under this policy, an individual must serve in a volunteer capacity that has been authorized in writing by an appropriate appointing authority (e.g., governor, chancellor, or president); however, for incidental services and in the interest of practicality, an appointing authority may choose to delegate this authority.
2. The appointing authorities are responsible for developing volunteer procedures and standards which ensure adherence to Board of Governors' policies, relevant laws (e.g., Fair Labor Standards Act and Pennsylvania Child Protection Services Law), labor contracts, and State System procedures and standards. Such procedures and standards shall be sufficient to document the volunteer relationship for risk management, indemnification, and legal defense purposes. In accordance with the State System Procedure/Standard Number 2015-21: *Background Clearances and Reporting*

Requirements, this requires filing copies of background screening documentation and recording each volunteer's name, address, dates of service, nature of service, and authorizing authority.

3. Volunteers will not be assigned hazardous duties or to work in hazardous duty areas.
4. Volunteers will be eligible for reimbursement of authorized official travel expenses in accordance with Board of Governors' Policy 1986-07-A: *Travel Expense Regulations*.
5. At the discretion of the appointing authority, volunteers may also be extended incidental courtesies and privileges normally extended to employees. This may include the transporting of volunteers in Commonwealth- or university-owned vehicles as part of their official duties; however, volunteers are not authorized to operate such vehicles.
6. Volunteers may be provided limited reimbursement for illnesses or injuries incurred as a direct result of providing volunteer services to the State System. Reimbursement would be limited to out-of-pocket medical expenses not covered by the volunteer's health insurance, up to a maximum of \$5,000 per injury or illness. Disability or loss of income for volunteers or their survivors and losses to personal property (e.g., clothing, eyeglasses, vehicles) are not covered.
7. Volunteers will be entitled to legal defense and indemnification for actions taken within the scope of their official volunteer duties to the same extent as employees of the State System.
8. Volunteer records must be entered into the human resources system of record (currently SAP) in order to track eligibility for the provisions described above, and to track background clearance status.
9. The State System must retain volunteer records for at least six years after the date the services are completed. Copies of volunteer background clearances (either paper or electronic) shall be retained for 25 years.