



RUTGERS POLICY

Section: 60.9.3

Section Title: Legacy UMDNJ policies associated with Human Resources

Policy Name: Governance of Volunteer Use/Volunteer Processing

Formerly Book: 00-01-30-75:00

Approval Authority: Senior Vice President for Administration

Responsible Executive: Senior Vice President for Administration

Responsible Office: University Human Resources

Originally Issued: 5/7/2004

Revisions: 3/30/2010; 7/1/2013; 2/6/2014

Errors or changes? Contact: policies@hr.rutgers.edu

1. **Policy Statement**
The policy covers Rutgers University employees who are employed within legacy UMDNJ positions.
2. **Reason for the Policy**
To set policy governing the use of University volunteers and to set procedures for volunteer processing.
3. **Who Should Read This Policy**
All Rutgers employees who are employed in legacy UMDNJ position.
4. **Related Documents**
N/A
5. **Contacts**
University Human Resources: 848-932-3020
6. **The Policy**

60.9.3 GOVERNANCE OF VOLUNTEER USE/VOLUNTEER PROCESSING

I. APPLICABILITY

This policy and its guidelines are applicable to all Legacy UMDNJ Units and Schools. All managers and supervisors are required to comply with this policy. This policy does not apply to faculty activities performed by individuals with volunteer (unpaid) faculty appointments as defined by the University Bylaws; however new volunteer faculty must undergo background check clearance, including a criminal background check by a consumer reporting agency.

II. POLICY

The use of volunteers is governed by regulations promulgated by the U.S. Department of

Labor, Fair Labor Standards Act.

The applicability of many of the laws depends on whether an individual is considered to be a 'volunteer' or an 'employee.' As a matter of law, the label [given someone by an organization] is not determinative. An individual [referred] to as a 'volunteer' may nonetheless be subject to employment laws and standards.

The following Guidelines must be adhered to when legacy UMDNJ Schools and operating units place an individual for a volunteer assignment.

Guidelines for Legacy UMDNJ Schools & Units	
Do's	Don'ts
Individuals may volunteer or donate their services, for public service, religious or humanitarian objectives.	A volunteer may only perform a single element of established Health Sciences staff positions. If they perform multiple elements, they would be considered employees by the Department of Labor.
Examples of volunteering: members of civic organizations may help out in a sheltered workshop; organizations may send members or students into hospitals or nursing homes to provide certain personal services for the sick or the elderly; parents may assist in a school library or cafeteria, individuals may volunteer to help in youth programs as camp counselors or scoutmasters.	Rutgers Health Sciences employee cannot volunteer at a Health Sciences school or unit before first having the request reviewed by the University Human Resources on a case-by-case basis.
Individuals may participate in benefit events for such organizations and volunteer other services needed to carry out their charitable, educational, or religious program, i.e., assist with community lectures, health fairs and events.	Volunteers must not receive any remuneration for services provided.
Volunteer hours must be based on the preference of the volunteer and must be flexible. Consideration should be given to the hours of operation of the department.	Volunteers are not covered by the New Jersey Workers Compensation Act. (However, this does not apply to statutory exception for volunteer ambulance drivers which the University does not utilize). Volunteers are not allowed to drive University vehicles pursuant to the requirements of the University's automobile insurance program.
Volunteers are allowed to receive reimbursement of expenses incurred during a volunteer assignment, i.e., a volunteer that is sent off premises to do an errand may be reimbursed for any transportation expense incurred while performing the errand (i.e., taxi); in addition, if the errand takes one-half day, reimbursement may also include lunch expense.	Individuals who are excluded by the Office of Inspector General (OIG) or General Services Administration (GSA) from participating in Federal programs shall not serve as volunteers.

The use of foreign nationals in a volunteer role at the University is guided by the regulations associated with that individual's Visa. Please call Rutgers - Biomedical & Health Sciences (RBHS) – Center for Global Services, GAIA Centers, 973-972-6138.

III. PROCEDURE

- A. A completed Volunteer Information Form must be submitted to the University Human Resources prior to consideration for volunteer along with a signed Disclosure

& Authorization Form both forms will permit the running of background check.

- B. Volunteer applicants will be required to produce proof of their identity, licensure, previous employment, education, and names of references. Applicants will not be processed without verification of all credentials.
- C. Each volunteer candidate who is a foreign national will be required to produce a properly authorized Visa granting permission to volunteer. Additionally, an authorization card must be presented which includes the foreign national's registration number. Upon being offered an assignment, the candidate must satisfy I-9 form requirements.
- D. Minors under the age of 18 may not be assigned without presenting approved working papers and parental permission for a pre-assignment physical exam, when required. Any department engaging a minor in volunteer work must comply with the New Jersey Child Labor Laws regarding appropriate duties, the posting of work schedules and permissible hours of work. Upon assignment, applicants may be required to present proof of age.
- E. Human Resources will conduct a background check on applicants before actual assignment has commenced. The background check will consist of past employers, criminal history, social security verification and personal references. Additionally, educational and professional credentials and motor vehicle records will be checked as volunteer assignments demand. All background checks will be conducted in accordance with the Fair Credit Reporting Act (FCRA) and require a signed release by the applicant. The signed release is a condition of University volunteer assignment and shall not be waived for any reason.
- F. Physical exams and/or medical testing may be required for volunteers. Responsibility for the cost of these requirements varies by facility.
- G. All Volunteer workers must sign a Volunteer Waiver Form in connection with the New Jersey Worker's Compensation Act.
- H. Human Resources will also conduct a search of the Office of Inspector General (OIG) and General Services Administration (GSA) listings to determine whether an applicant is excluded from eligibility. This search will be performed on all applicants who are being considered for volunteer assignment.
- I. If a background check disqualifies an applicant for any reason, the applicant will be notified.
- J. Applicants determined to have falsified information on their application, will not be considered for a volunteer assignment. In the event that it is determined that a volunteer member has falsified information on his/her application, the assigned Human Resources Generalist should be contacted to discuss appropriate action.
- K. Volunteers provided by outside organizations:
 - Outside organizations that collaborate with Rutgers Health Sciences (New Brunswick and Newark) in sponsoring or co-sponsoring an event on University premises shall, a week before the event, submit to the appropriate school/unit a statement that all such volunteers have passed a criminal background check:
 - The school/unit Director or designee shall communicate this requirement to such outside organizations.
 - The submitted documentation shall be retained in school/unit departmental files.

- L. University employees who wish to volunteer at a Rutgers Health Sciences (New Brunswick and Newark) school or unit must have their requests reviewed by the University Human Resources, Newark Campus, on a case-by-case basis due to legal constraints applicable to public sector employees who wish to volunteer within the same organizations for which they work.
- M. Departments/Units are responsible for providing a departmental orientation to volunteers, including review of relevant policies.
- N. Volunteers must comply with all University policies regarding the confidentiality of protected health information and shall be required to sign relevant confidentiality statements and take mandatory training, i.e. Ethics & Compliance, Sexual Harassment and HIPAA.
- O. When acting on behalf of the University, volunteers shall conform to the general standards set forth in the University policy, Code of Ethics for Administrative and Professional Staff Members – 60.4.2.
- P. Upon conclusion of an assignment, volunteers are required to turn in all University property to the department supervisor or manager, including, but not limited to, identification cards, uniform, keys, tools, parking decals, etc. It is the supervisor's responsibility to ensure cancellation of access to technology or computer accounts, i.e. email or calendaring systems, research or clinical systems and other network or wireless access. In addition, the supervisor must secure all University property and return same to the issuing units.