

Effective: January 6, 1992

Administrative Policy
VOLUNTEER IN-SERVICE APPOINTMENTS

Approved: April 14, 1992, President's Advisory Council
Revised: March 26, 2013, President's Cabinet

This policy statement describes the university's procedures for making use of the contributions of services of individuals to our students and the university without compensation.

This policy applies to any individual student, employee, retiree, or any other citizen willing to donate his/her time and talents to the university. However, it is not the intent of this policy to cover individuals or groups affiliated with the university by virtue of services they provide under the aegis of such entities as Student Government, University Foundation, Alumni Association or other similarly sponsored organizations or activities.

To set forth applicable definitions and guidelines regarding the implementation of the Volunteerism Policy promulgated by the Board of Governors of the State System of Higher Education on July 18, 1991, at Millersville University.

Definitions

1. Volunteer is an individual who agrees to donate his/her time and talent to the university without compensation.

2. Benefits for Volunteer include the following:

Reimbursement for illness or injury suffered as a direct result of volunteer service contingent upon medical verification.

Eligibility for reimbursement for authorized travel expenses.

Legal defense and indemnification for legal actions arising from acts of omissions within the scope of official duties.

Recognition with incidental courtesies and privileges such as parking permits, library privileges, admission to university cultural and athletic events.

3. Volunteer Work Assignments- It is understood that:

Volunteers will not be assigned hazardous work or work in hazardous areas.

Volunteers should not be assigned work that has been designated as bargaining unit work without prior notification of the Human Resource Office.

Before engaging in university activities, all volunteers must obtain a criminal background clearance in accordance with the university's "Pre-Employment Information Verification and Criminal Background Investigation Policy."

Volunteers assigned to work with pre-school and school age children (K–12) on campus, university property and off-campus are required each year to obtain the required three (3) PA clearances listed as follows:

Act 151 – Child Abuse History
Act 34 – Criminal Background Check
Act 114 – Fingerprinting

Procedure

1. Appointment

Individuals to be appointed as volunteers must be approved by the President and/or appropriate Vice President.

Each volunteer approved for appointment must receive a letter of appointment from the President, appropriate Vice President, or their designee. Such a letter should contain the scope of the duties to be performed, the term of service, and a description of the benefits to be received by the volunteer. The letter should also have a place for the signature of the volunteer to insure both parties understand the conditions under which the volunteer service is to be performed. (Sample letter attached)

A copy of the signed letter should be retained by the volunteer and the person approving the appointment. The original should be sent to the Human Resource Office which will be responsible for maintaining all such letters for at least six years.

2. Conditions of Appointment

Volunteers serve at the discretion of the President or Vice President responsible for the appointment.

Volunteers may not operate university vehicles. They may be transported in such vehicles. They will be reimbursed for authorized travel expenses in line with existing travel regulations.

Volunteers are provided limited insurance coverage for illnesses or injuries incurred as a direct result of providing volunteer service to the university. Such insurance is administered through the State System Worker's Compensation Claims Administrator.

Coverage is limited to medical and hospital benefits. Coverage does not include disability or catastrophic loss, nor property damage or loss incurred while in university service.

Volunteers may be entitled to legal defense and indemnification if acting within the scope of their duties at the time of the alleged act or omission which led to the relevant claim.