
COLUMBUS STATE UNIVERSITY

Policy Name: Volunteer Policy

Policy Owner: Director Human Resources & Risk Management
Coordinator

Responsible University Office: Office of Human Resources & Legal Affairs, Ethics, &
Compliance

Approval Date: TBD

Effective Date: TBD

Related Policies: [BOR Policy 6.9 Programs Serving Minors](#)
[CSU's Protection of Minors Policy](#)

I. PURPOSE OF POLICY

To establish guidelines and procedures for individuals who seek to volunteer at Columbus State University.

II. SCOPE OF POLICY

This Policy applies to all individuals who seek, or intend to seek, to volunteer on the University's behalf.

III. DEFINITIONS

- **CSU Sponsored Activity** – a structured activity organized and approved by a CSU department or organization.

- **Volunteer** - An individual who performs services on behalf and in direct benefit of the University for civic, charitable, educational, or humanitarian reasons, without promise or expectation or receipt of compensation.
- **Minor** – any child under the age of 18 that is not enrolled as a student at CSU.

IV. POLICY GUIDELINES

- University 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 CSU campuses.
- An individual must be at least 16 years of age to volunteer at CSU. Individuals under the age of 18 years must have parental/guardian consent to serve as a volunteer.
- Volunteers are prohibited from engaging in activities deemed high risk by the University. See Section VII for a non-exclusive listing of prohibited activities the University has deemed as high risk.
- All volunteer work must be directed and supervised by a University employee designated by the unit for which the individual will be working (“Sponsoring Department”). As part of their required training, volunteers must agree to abide by all applicable University policies prior to performing volunteer service. Each application to volunteer must be approved by the head of the sponsoring department, division head, or designee.
- Volunteers are not eligible for University benefits, including but not limited to workers’ compensation, and the University does not provide Volunteers with accident or medical insurance. The University does not provide comprehensive or collision insurance for a Volunteer’s personal vehicle.
- An employee may not become a University volunteer in any capacity in which he/she is employed by the University, or which is essentially similar to the individual's regular work at the University, or under circumstances that suggest the decision to volunteer is not made freely.

- A non-exempt employee may not volunteer or perform work without remuneration unless:
 - a. The non-exempt employee's decision to volunteer is made freely, with no pressure or coercion, direct or implied;
 - b. The volunteer services are conducted outside the employee's regular working hours;
 - c. without contemplation or receipt of compensation

V. VOLUNTEER SERVICES REQUIRING BACKGROUND CHECK

- Individuals engaging in direct interaction with minors;
- Volunteer activities by an individual not employed or enrolled as a student who will regularly interact with CSU employees or students; or
- Volunteer activities which will require access to confidential information.

VI. VOLUNTEERS IN DIRECT CONTACT WITH MINORS

Volunteers in direct contact with minors must undergo the Protection of Minors training pursuant to the Protection of Minors Policy.

VII. PROHIBITED ACTIVITIES

Individuals volunteering their services on behalf of CSU are prohibited from engaging in the following activities:

- Operation of heavy equipment and power tools;
- Working with hazardous materials or select agents;
- Conducting any activity considered inappropriate for an employee;
- Driving CSU vehicles without express consent by a CSU official; and
- Entering into any contract on behalf of the University.

VIII. LIABILITY COVERAGE FOR VOLUNTEERS

The University is self-insured through the Department of Administrative Services Risk Management Services against state tort claims. This coverage is extended to Volunteers who are

volunteers in programs organized, controlled and directed by CSU for the purposes of carrying out the functions of CSU. The liability coverage is for injuries and/or property damage Volunteers may cause others while acting during their official volunteer duties. Liability coverage does not apply when Volunteers deviate from their volunteer duties.

IX. PROCEDURES TO IMPLEMENT POLICY

- Individual desiring to serve as a volunteer on behalf and in benefit of the University must submit CSU-approved Volunteer Application (see Attachment to this Policy) to the Sponsoring Department prior to engaging in volunteer activity.
- The head of the sponsoring department, division head, or designee must approve application before applicant is authorized to engage in volunteer activities.
- A volunteer may serve no longer than one year without renewal. All forms & processes above must be renewed annually for current volunteers who will serve in the same capacity on a long-term basis. If the duties or service area of a current volunteer changes within the year, all applicable forms and processes must be completed once again.
- A University volunteer's service may be terminated at any time and without notice.
- Sponsoring Department must provide basic training for Volunteers on CSU policies in collaboration with the Office of Human Resources/Risk Management.

Questions concerning the Volunteer Policy should be directed to the Office of Human Resources at (706) 507-8920 or via email at HR@columbusstate.edu.

APPROVED: Signed by:

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