

## WINTHROP UNIVERSITY VOLUNTEER REGISTRATION PROCESS AND GUIDELINES

### Registration Process

- Any individual or employee wishing to volunteer **must** complete the [Volunteer Registration and Acknowledgement form](#) prior to the service. The Volunteer Registration and Acknowledgement form must include emergency contact information, and a copy of the form is to be maintained by the volunteer event supervisor and available at events where the individual or employee is volunteering. The original completed form may be forwarded to [HRHelp@winthrop.edu](mailto:HRHelp@winthrop.edu).
- Any non-employee individual wishing to volunteer **must** complete an [Assumption of Risk form](#). Any employee wishing to volunteer outside of the employee's normal work hours **must** complete the Assumption of Risk form. The original completed form may be forwarded to [HRHelp@winthrop.edu](mailto:HRHelp@winthrop.edu)
- In some cases when a volunteer will be interacting with students, employees, children, vulnerable adults, etc., the volunteer may be required to participate in the criminal background check process prior to the volunteer event. Volunteer event supervisors should consult with HR at [HRHelp@winthrop.edu](mailto:HRHelp@winthrop.edu), regarding background checks for volunteers.

### Guidelines Related to Volunteer Service

- An employee is not volunteering if the employee is required to attend the event or activity or if the volunteer services are provided at any coercion or under any pressure exerted by the supervisor.
- Any promise of advancement or positive performance review for volunteering can cause the service to no longer be voluntary. Employees cannot be penalized for failing to volunteer. Involvement in volunteer activities must be understood to be completely distinct from terms of employment.
- A supervisor may allow an employee to volunteer to assist with or attend an event or activity on campus during normal working hours, but this is paid work time. A nonexempt employee must record the time spent volunteering during normal working hours on the timesheet. An employee would not be allowed to take leave in order to volunteer in another department.
- An employee may not volunteer to perform any duties outside the normal working hours that are the same as, similar or related to their regular job duties.
- A volunteer may not provide a service that replaces an employee or impairs employment opportunities by performing work which would otherwise be performed by a paid employee. (Exception: Volunteer Athletic Coaches following NCAA Division 1 guidelines.)
- Volunteer time should be primarily for the benefit of society or the volunteer's benefit in relation to a civic, charitable or humanitarian purpose.
- No actual or implied promise of compensation, other than reasonable reimbursement or pre-payment of expenses, can be provided to any individual for volunteer efforts.

## **Specific questions related to volunteering and current employees**

Q: May employees volunteer to help during Commencement?

A: Yes, employees whose primary job is not in the Records and Registration Department or the Graduate School Office may volunteer to help with commencement exercises as long as the time spent volunteering is outside the employee's normal work hours (Thursday evening for Graduate Commencement or Saturday for Undergraduate Commencement). This is not work and does not need to be included on a nonexempt employee's timesheet. However, since this would be related to the employee's regular job duties, non-exempt employees in Records and Registration or the Graduate School Office who work during commencement must include the time on the employee's timesheet.

Q: May a non-exempt Residential Learning Coordinator volunteer to attend programs and activities developed by or for students who live in the residence hall or by paid Resident Assistants?

A: Because this is similar to the RLC's regular job duties (support of the student residents) this would be considered work time and not volunteering.

Q: I was contacted by one of the organizers of MLK Day and asked to help with the event. Is this work or am I volunteering my time?

A: Because the MLK Day event is considered to be for a "civic, charitable or humanitarian purpose" and the event occurs outside of regular working hours in most situations, an employee may volunteer to help with the event AS LONG AS it is clear that the employee is free to choose whether or not to volunteer. If the employee is expected to or pressured to volunteer in any way, then the time spent helping with the event is work time and must be included on a nonexempt employee's timesheet.

Q: Would an employee serving as a student group advisor be volunteering?

A: Yes, provided that the role of advisor is not related to or similar to that employee's job duties.

Q: Will the time committed to Staff Assembly meetings, committees and events be treated as work hours or volunteering?

A: Staff Assembly or Staff Conference meetings, committee meetings and the working of events and activities (such as the canned food drive or reception) taking place during the regular work day are considered work hours generally. If there are activities sponsored by the Staff Assembly or Staff Conference held outside of regular work hours, such as Food Truck Friday, those working the event may count that time as work hours as well, but those just attending the event are not "working." However, if the number of hours for ongoing Staff Assembly or Staff Conference volunteering for committee meetings and other commitments create an issue with: (1) the department incurring significant comp time liability, or (2) causing the employee to not keep up with their workload; then the supervisor can address the employee's level of involvement with them and provide parameters for a maximum amount of time to be dedicated to such activities.