



HUMAN RESOURCES

GREAT JOBS, GREAT LIVES™

UNIVERSITY VOLUNTEER POLICY

PURPOSE

In acknowledgement for the value of volunteers in furthering the university's vision, mission, and values, this policy outlines the relationship between volunteers and Robert Morris University. This policy is meant to reduce risk and protect the interests of the university, its volunteers, and the community it serves. The university may accept the services of a volunteer, provided the terms of this policy are met. In its sole discretion, the university may refuse, decline or discontinue the services of a volunteer.

Before an individual performs services for the university as a volunteer, a university representative (or sponsor) must describe the type of service to be performed. Most volunteers will be required to complete preconditions prior to beginning service, outlined in section 2.

Any individual, who is not otherwise currently affiliated with the university as a member of the Board of Trustees, faculty, staff, or student body, who seeks to serve or perform services for the university as a volunteer, either taking place on the university campus or under the authority and/or direction of the university at other locations is subject to this policy, with the exception of certain volunteers participating in ice skating and/or hockey activities at the Island Sports Center.

DEFINITIONS

- A. "Volunteer" is an unpaid non-employee who, of their own volition, performs services for Robert Morris University, where such services are of mutual benefit and related to the business of the university, meant to support official university activities, or intended to provide experience in a specific area, and where such service is offered and performed with no expectation of compensation in any form. A volunteer is an individual who is not currently enrolled as a student or employed by the university as faculty, staff or a student employee. For purposes of this policy, "volunteer" does not include members of the Board of Trustees who are solely serving the university as a Trustee.
- B. "Additional "Additional Preconditions" ("preconditions"). Certain volunteers may be required to satisfy

additional requirements prior to service, dependent upon the nature of the service to be provided. Such requirements or preconditions may include, but are not limited to, one or more of the following: reviewing policies and procedures, visiting/working in a laboratory, signing a non-disclosure agreement, completing a background check, signing a volunteer agreement, providing signed documentation of receiving the health and safety program and questionnaire, signing a waiver or university terms and conditions, etc. These preconditions will be managed by the Department of Human Resources and must be completed by both the prospective volunteer and their sponsor prior to the start of any volunteer service.

ADDITIONAL PRECONDITIONS TO SERVICE AS VOLUNTEER Additional preconditions may be required for prospective volunteers. The university reserves the right to require the completion of any additional preconditions for any volunteer.

GENERAL TERMS APPLICABLE TO ALL UNIVERSITY VOLUNTEERS

- A. In most cases, an individual must be at least age eighteen (18) years of age to serve as a university volunteer.
- B. Individuals who are at least age sixteen (16) but not yet age eighteen (18) years of age may serve as a university volunteer so long as a signed parental/guardian consent/waiver form is on file with the Department of Human Resources. In certain situations, exceptions may be considered for individuals less than age sixteen (16) to serve as volunteers. Such exceptions will be considered on a case-by-case basis, and will be communicated by Human Resources after consultation with any other relevant administrators and/or departments.
- C. To serve as a volunteer, an individual must be under the general supervision of a university employee.
- D. Volunteers at the university must abide by all applicable university policies and procedures (including but not limited to the Protection of Minors Policy, the Policy of Ethical Practice, and the Behavior/Conduct Policy), any confidentiality requirements applicable to the information to which they have access (which may require the signing of a non-disclosure agreement), as well as any external regulations that govern their actions.
- E. A background check may be required prior to certain volunteer service under the University's Background Check Policy and the Protection of Minors Policy. Additional training may also be required. Performance of volunteer service may be contingent on successful completion of one or both.
- F. Volunteers are not considered employees of Robert Morris University, nor are they covered by the Fair Labor Standards Act or other employment laws through the university. Volunteers are not eligible for wages, compensation, employee benefits, workers' compensation, or unemployment benefits.
- G. A volunteer serves at the discretion of Robert Morris University. The university may discontinue the service of a volunteer for any reason, at any time, without prior notice or cause.
- H. Volunteers are prohibited, and must refrain, from the following:
 - a. Performing hazardous activities or operating heavy equipment without prior written approval,

including driving university-owned, leased, or rented vehicles.

b. Entering into any contact on behalf of Robert Morris University unless such approval has been granted in writing.

c. Volunteering in laboratories and/or with infectious agents, including human blood, unless all necessary training has been completed.

I. A volunteer may not use his or her volunteer position to compete with the University in any manner.

Pursuant to the university's Policy of Ethical Practice, a volunteer is expected to disclose any conflicts of interest (i.e., any circumstances that would impair the volunteer's ability to perform his or her volunteer services in a fair and impartial manner) to their university sponsor and Human Resources when any such conflict exists. A volunteer shall avoid conflicts of interest with the university, subject to any contractual requirements between the university and that volunteer's sponsoring organization. If a potential conflict of interest exists or arises, the volunteer must complete the Disclosure Form [found here](#). A copy of the Disclosure Form is also attached Appendix A.

J. All rights, title and interest (including any and all intellectual property rights pertaining thereto) in any and all works created, made, conceived, invented, developed, discovered or reduced to practice by a volunteer in the performance of his or her services for the university shall belong to the university, unless otherwise specified and agreed upon.

EXPENSE REIMBURSEMENT, STIPENDS, AND OTHER NOMINAL BENEFITS

A. In accordance with university guidelines, individuals may be reimbursed for expenses in carrying out assigned duties. Such expenditures must be authorized in writing in advance by the volunteer's university supervisor.

Initial Release: April 2021

Last Updated: April 2021

Revised:

Next Review Date: January 1, 2024



Volunteer Disclosure Form Policy of Ethical Practice

Name: _____

Department: _____

Volunteer Position:

Contact Telephone Number:

Date Submitted:

Volunteer Disclosure:

Please provide as much information on the potential conflict of interest as possible. Indicate if this activity will be one-time or on-going:

One - Time On -Going (*Disclosure will remain in place for 3 years.*)

I certify that the information listed above is complete and accurate. I also acknowledge that I have discussed the information above with my supervisor and others as necessary, prior to submission for approval.

VOLUNTEER SIGNATURE: _____ DATE _____

IMMEDIATE SUPERVISOR SIGNATURE: _____ DATE _____

University Leader Approval:

*Volunteer disclosed must be reviewed (approved/denied) by the appropriate university leader as outlined below: Provost and Senior Vice President for Academic Affairs Academic Affairs
Senior Vice President for Business Affairs Business Affairs
Senior Vice President for Corporate Relations Strategic Initiatives
President All Others*

APPROVED DENIED SIGNATURE: _____ DATE _____

Human Resources Approval:

APPROVED DENIED SIGNATURE: _____ DATE _____

Completed forms should be returned to humanresources@rmu.edu

Effective March 30, 2021

Last Updated March 18, 2021