



Policy

Title:	Volunteers
Effective Date:	September 10, 2019
Approved By:	President's Council
Responsible Party:	Vice-President for Human Resources
History:	N/A
Related Documents: Background and Employment Verification Checks Policy; EEO/Affirmative Action Policy; Non-Harassment/Non-Discrimination Policy	

I. PURPOSE

Salus University appreciates the contributions of Volunteers in fulfilling its mission. This policy details the requirements and procedures for when and how an individual may serve Salus University as a Volunteer.

II. DEFINITIONS

Responsible Supervisor: A Salus employee who will request, train, and supervise a Volunteer.

Volunteer: Individuals, including non-Salus student interns, who volunteer or donate their services, usually on a part-time basis, not as employees and without contemplation of pay. Such individuals are not considered employees of Salus.

III. POLICY

Salus University welcomes volunteer support to accomplish its mission. However, volunteers are not permitted to perform or displace work that is presently being performed by University employees and volunteer arrangements may not be used to circumvent the established processes that govern standard University-authorized hires.

IV. PROCEDURE

Volunteer

Consistent with definitions and guidance from the U.S. Department of Labor, volunteers are uncompensated and provide services without the expectation of pay from the volunteer activity and have no assurance or reason to expect that Salus will offer employment following the volunteer period.

Volunteers are not eligible for any Salus benefits, including unemployment or workers' compensation benefits.

To ensure that an individual performing volunteer services is not an employee for purposes of the Fair Labor Standards Act (FLSA), all of the following criteria must be satisfied in order for the individual to be approved as a volunteer:

- The services are intended to be voluntary and to be rendered without compensation;
- The services must constitute a bona fide effort of the individual to volunteer for humanitarian or public service purpose or for the benefit of education, training or professional experience;
- Individuals volunteer their time for their own personal motives, without promise or expectation of compensation or employment;
- Volunteers must not be used in ways that displace or replace regular employees in the performance of their normal duties.

In addition, Volunteers seeking educational experience may have their time at Salus tied to their formal education program by integrated coursework or the receipt of academic credit.

Eligibility and Duration

Anyone over the age of 18 may volunteer. Minors over the age of 16 may volunteer with written parental consent.

The initial period for volunteering should be no longer than 6 months. The relationship may be extended for an additional 6 month term with appropriate departmental review and approvals.

This policy is not intended to apply to one-time special event volunteers, for example, Alumni events.

Requirements and Responsibilities Pertaining to Volunteers

Volunteers are subject to and must abide by all applicable University, College and/or department policies. It is the responsibility of the Sponsoring Supervisor to review the applicable policies with the Volunteer.

If a Volunteer will be assigned in a Salus clinic, a criminal background check must be satisfactorily completed prior to the assignment. The background checks will be coordinated through the Salus Office of Human Resources.

Volunteers must satisfactorily complete all required/applicable training and orientation appropriate to the role prior to commencing activities.

Prohibited Activities

Volunteers cannot replace or be substituted for current employees or perform work that would otherwise require another individual to be employed. Volunteer services are generally limited to educational training (normally for student interns), humanitarian, charitable or public service purposes and normally are rendered on a part-time and temporary nature.

Employees as Volunteers

Under special circumstances, an employee may serve as a Volunteer when their paid work is substantively different from his/her work as a Volunteer and the purpose of the volunteer activity otherwise complies with the definition in this policy. Any Salus employee seeking to be a Volunteer in any capacity at Salus must receive prior approval from the Office of Human Resources after receiving department level approval.