

The Human Resources Department and University Counsel have developed the following guidelines to assist faculty and staff with the management of persons who volunteer time and expertise at Long Island University. The guidelines are designed to promote a productive, safe and beneficial environment for all University volunteers by clarifying the roles, responsibilities and expectations for volunteers and their sponsoring departments, under relevant law.

### **Scope**

These guidelines apply to any individual - student, staff, visitor or otherwise - who meets the following criteria: (i) services are volunteered directly to the University, whether informally or through a formal placement or program operated by a department or unit; (ii) services are supplied under University supervision, and (iii) no compensation is received for the services. "For credit" internships, honorary appointments and services provided by third party nonprofit organizations are not covered.

### **Restrictions**

Volunteers are not University employees, thus are not eligible for staff benefits such as sick leave, retirement or insurance coverage. Other restrictions include:

- Volunteers may not be used to replace or supplant regular staff.
- Volunteer activity must be of part-time, sporadic or limited duration.
- The minimum age for volunteer service is fifteen (15) years of age. Minors under the age of twenty-one (21) must have permission from their parents or legal guardian to qualify.
- Compensation of any kind (pay, academic credit, benefits) is not permitted. With prior approval and on receipt of proper documentation, departments may choose to reimburse business-related expenses incurred by a volunteer during the service period, in accordance with LIU policies.
- Volunteers may not operate University vehicles or have access to University financial accounts, funds, staff or student medical records, or building master keys.
- Certain tasks are not suited to performance by volunteers, regardless of training or availability of personal protective equipment. Volunteers may not provide services in environments where there is access to carcinogens; mutagens; highly flammable, reactive or pyrophoric materials; biological materials requiring containment, radiation hazards or ionizing lasers. All persons performing services in those areas shall be University employees.

Volunteers who perform sensitive tasks, such as the care, monitoring and security of children or at-risk populations, must satisfactorily clear a criminal background check before performing such duties. [LINK TO AUTHORIZATION FORM]

### **Supervision and Management**

At all times, volunteers shall be supervised by University faculty or staff. No volunteer may supervise University staff members or students.

All volunteers in any laboratory must receive environmental health and safety (EH&S) training. Before any volunteer service may begin, each investigator must ensure that written protocols, material safety data sheets and personal protective equipment for all lab procedures are available for use and review, and should contact the campus EH&S officer to schedule a training session. Supervisors are responsible for ensuring that lab volunteers follow all applicable safety rules.

Volunteer service may be terminated at any time, without prior notice, if the department determines, in its sole discretion, that the services are no longer needed. No length of service with the University shall create any right, privilege or entitlement on the part of a volunteer to provide future services.

Under **no** circumstances may volunteers under the age of eighteen (18) be permitted to use power-driven cutting tools or manufacturing equipment. Minors in New York State are prohibited from performing certain duties under federal and NYS Department of Labor regulations. Long Island University applies these regulations to students and volunteers under the age of 18. See generally <http://www.labor.state.ny.us/workerprotection/laborstandards/workprot/fedproc.shtm>

If minors will be present in any laboratory, the investigator and faculty mentors shall (i) advise the department Chair **and** the campus EH&S Office that minors will be working in the laboratory; (ii) ensure that training is provided, enforcing safe work practices; (iii) require use of appropriate protective equipment and (iv) ensure appropriate supervision of the minors, at all times.

### **Application Procedures**

The following forms must be completed and signed by all prospective volunteers, as a condition of receiving permission to perform services for the University:

- Volunteer Application Form <G:\Forms\Volunteers\Volunteer application form.docx>
- Criminal Record Background Check Authorization (if necessary)  
<G:\Forms\Volunteers\Volunteer Background Check Form.docx>
- Liability Waiver and Release [[VOLUNTEER WAIVER FORM.docx](#) - parental consent required if a minor]

*Department Sponsor:* creates a memo describing the services to be rendered, expected duration, campus contact overseeing volunteer (name and phone number); forwards same to HR. Departments are responsible for collecting University ID cards when a volunteer assignment ends.

*Volunteer:* completes application form; signs applicable waiver and release forms, obtains parental consent if appropriate, provides photograph identification.

*Human Resources:* reviews assignment and documentation; enters volunteer data into PeopleSoft; notifies department of volunteer clearance to obtain University identification; maintains waiver and release forms. University IDs are the property of Long Island University and must be returned when the assignment ends.