



VOLUNTEER POLICY

PURPOSE

To ensure consistency and equal treatment of volunteers who choose to serve the University.

STATEMENT OF POLICY

Long Island University values volunteer relationships that are established to assist our greater community in accomplishing the University mission. Although volunteers are not paid and are not employees of the University, it is necessary to establish procedures/guidelines for volunteer services.

PROCEDURES

When a University department requests the use of volunteer services, the following actions should be taken:

- Identify who will be responsible for overseeing the volunteer work
- Identify the nature of the volunteer work or services that will be provided
- Identify the duration of the assignment
- Obtain a current resume from the prospective volunteer

Once the above information/documentation has been obtained, the department wishing to utilize a volunteer(s) should complete the Volunteer Agreement/Application.

The Administration will:

- Review the Volunteer Agreement/Application
- Determine if it is appropriate to engage in a volunteer relationship with the individual(s)
- Notify the responsible department or individual of approval; or
- Provide a reason for disapproval

There may be instances in which the University will not be able to establish a volunteer relationship due to federal and state laws, which define and regulate volunteer relationships.

If a prospective University volunteer is not a United States citizen or permanent resident, appropriate documentation of Visa status will be required. Due to U.S. Dept. of Labor regulations, individuals on a temporary Visa may not serve as volunteers in positions where others receive compensation to perform the same services. Individuals with a pending H-1B Visa application to perform paid work at Long Island University are unable to serve in a volunteer capacity.

Unpaid volunteers may not:

- Replace or augment paid staff to perform the work of regularly paid staff
- Perform any duties beyond the tasks traditionally reserved for volunteers
- Be required to work specific hours
- Be required to perform duties involuntarily
- Be under any contract to hire by any other person or business, expressed or implied
- Be paid for their services (except for reimbursement for expenses)

If an individual is a paid employee of the University, and also elects to provide volunteer services, the services must be completely different from the work performed as a paid employee. They cannot provide the same type of services to the University that he or she is employed to provide.

It is the responsibility of the University department(s) using non-student volunteers to ensure they are properly trained.

POLICY TYPE: OPERATIONS