

RULES OF
UNIVERSITY OF FLORIDA

6C1-3.0031 Finance and Administration; Volunteers.

(1) Purpose and Definition.

(a) This rule provides general guidelines for the recruitment, screening, training, responsibility, utilization and supervision of volunteers rendering services to the University.

(b) A volunteer is any person who, of his or her own free will, provides services to the University with no monetary or material compensation, on a continuous, occasional, or one-time basis.

(2) Responsibilities of Colleges, Schools, and Divisions.

(a) Each college, school, division, and operational unit is authorized and encouraged to utilize volunteers to assist in carrying out its programs. Deans, directors, and department chairpersons must coordinate the use of volunteers in their respective units. The responsibility for the recruitment, screening, training, utilization, and/or supervision of volunteers may be delegated to department chairpersons and heads of operational units.

(b) Each department/operational unit shall record the number, location and duties of volunteers, and the total number of annual hours of volunteer service provided to the department. Such information must be maintained on file by each department/operational unit unless determined otherwise by the appropriate dean or director.

(3) Screening, Acceptance and Benefits.

(a) Each person wishing to become a volunteer shall furnish to the appropriate department/operational unit such personal and professional information as may be necessary for the determination of his or her suitability as a volunteer. The department/operational unit seeking

volunteer services shall be responsible for the screening and selection of volunteers. All volunteers shall be at least 14 years of age.

(b) Volunteers shall be advised that they are entitled to workers' compensation and state liability protection under the same conditions as state employees. Volunteers shall be eligible for the other benefits listed in sections 110.502 and 110.504 of the Florida Statutes only as approved by the college, school, division or operational unit.

(4) Training, Utilization and Supervision.

(a) Upon selection, the department/operational unit shall ensure that it has on file a completed Record of Volunteer Service for each volunteer. This form shall be completed by the volunteer and the University's representative prior to the volunteer receiving any training and/or performing any services for the University. Record of Volunteer Services, Form DHR-RVS1, Rev. 10/02, incorporated herein by reference and are available from the Workers' Compensation Office, Division of Human Resources, 433 Stadium, Post Office Box 115008, Gainesville, Florida 32611.-

(b) Each department/operational unit shall provide in writing to each volunteer the specific tasks and/or duties to be performed and provide the volunteer with all appropriate work and safety training.

(c) Each department/operational unit shall ensure that it has on file a completed Parental/Guardian Authorization for Treatment of Minors, Form DHR-PGAT, Rev. 10/02, for volunteers under the age of 18 years which is incorporated herein by reference. This form shall be completed prior to such a volunteer receiving any training and/or performing any services for the University. Department/operational unit shall further ensure that all provisions of the State's Child Labor Laws are adhered to for volunteers under the age of 18 years. Forms are available

from the Workers' Compensation Office, Division of Human Resources, 433 Stadium, Post Office Box 115008, Gainesville, Florida 32611.

(5) Responsibilities of Volunteers -- Termination.

(a) Volunteers shall be expected to perform their services in a professional manner and in accordance with the policies and procedures of the University.

(b) Volunteer services may cease, at any time, at the request of the volunteer or at the discretion of the University. A notice stating the effective date of the termination shall be provided to the volunteer.

Specific Authority 1001.74(4) FS.

Law Implemented 1001.74(19) FS.

History--New 10-14-85, Formerly 6C1-3.031, Amended 4-30-95, 1-7-03.