

Policy Title: Volunteer Policy

Type of Policy: UFHR

Effective Date: 03-05-2020

1. Purpose

This policy establishes a protocol for the engagement of volunteers and is designed to clarify the relationship of volunteers to the University of Florida, in order to minimize risk and provide protection for the interest of the volunteers, the University, and the community. This policy is enforced in conjunction with the University of Florida regulation 6C1-3.0031 Finance and Administration; Volunteers.

2. Scope

This policy applies to all volunteers of the University of Florida.

2.1 Persons Not Considered University of Florida Volunteers

For purposes of this policy, individuals are not considered volunteers of the University of Florida when utilized in the following capacities:

- a) **Unpaid academic appointments:** Individuals who have unpaid academic appointments to the university (such as courtesy faculty) are not considered UF volunteers when acting in that capacity.
Note: They are eligible to become UF volunteers for purposes that are not related to the academic appointment.
- b) **Performing services for another entity:** An individual is not a UF volunteer while performing volunteer services for any other entity that is not a university department or program (such as non-profit or government agency).
- c) **Performing services as a member of a group contracted by the University:** Individuals are not UF volunteers if they are members of a group or organization which contracts with UF and receives payment to provide a service.
- d) **Guest lecturer:** An individual who is invited to speak at a UF class, program, or event is not a volunteer.
- e) **Participant in human subject research:** A person who agrees to serve as an experimental subject in a research project or clinical trial is not a volunteer.
- f) **Interns:** A person who is completing a paid internship or an internship for academic credit is not considered a volunteer.
- g) **P.K. Yonge Developmental Research School Volunteer:** P.K. Yonge has a separate [volunteer program](#) and is excluded from this policy.

3. Policy Statement

University departments and academic units that engage volunteers must enter each volunteer into the volunteer tracking system (myUFL) annually in order to document the engagement of the volunteer. Volunteer service expires annually, 365 days from service start date. Departments and academic units are responsible for oversight of all volunteer services, as well as for assessing risk associated with volunteer services.

4. Procedures

Departments and academic units that engage volunteers must adhere to the following requirements:

4.1 Recruitment: Volunteers must be chosen based on qualifications and skills for the service they are being asked to perform.

4.2 Screening: Background checks are required for all volunteers working in UF-affiliated youth activities. The appropriate level of background checks must be completed prior to beginning to work with minors. Verification of Background Checks shall be kept on file for a minimum of five years.

See [Florida Statute 409.175](#) for additional information.

4.3 Training: The responsible UF faculty/staff person must ensure that the volunteer is instructed/trained as necessary to ensure the volunteer has the knowledge and skills needed to perform his or her activities.

- a) Youth Protection Training: All University of Florida-affiliated youth programs are responsible for ensuring that any program employees, volunteers, and other individuals directly in contact with minors under the age of 18 successfully complete an annual Youth Protection Training (course number **YCS800**) offered by the University of Florida.

4.4 Responsibility: The responsible UF faculty/staff person should communicate to the volunteer the expectations for attendance, performance of activities, and compliance with University policies and applicable laws.

4.5 Utilization: Volunteers may be engaged under those circumstances deemed appropriate by the responsible University faculty/staff person. Any faculty or staff person that has concerns about the engagement of volunteers in a situation should discuss such concerns in advance with UF Human Resources.

4.6 Supervision: The responsible University faculty/staff person should provide direction and guidance to the volunteer as appropriate.

4.7 Release: Annual approval of volunteer services is required for each volunteer regardless of history or years of service. The department or academic unit may release a volunteer at any time, for any reason and without prior notice.

4.8 Social Media: Volunteers are subject to the University of Florida's Social Media Policy.

- a) Posting on Social Media Platforms: Refer to the University of Florida Human Resources Social Media Policy.
- b) Creating Social Media Pages or Web Pages: Refer to section 4.10 – UF Social Media Account Authorization of the Social Media Policy which states:

Authorization to present a social media account as an official university activity must come from the vice president with jurisdiction over one's unit as well as the vice president for University Relations or his/her designee.

4.9 Minors: Volunteers who are under the age of 18 must provide a Parental Approval for Volunteer Service & Authorization to Treat Minors form. This form must be uploaded into the volunteer tracking system.

4.10 Nepotism

The UF Regulation 1.009, Employment of Relatives, specifically prohibits the appointment of relatives or persons living in the same household to any position where a direct or indirect supervisory relationship would exist between relatives or would create a perceived or actual conflict of interest. This extends to the approval of volunteer service.

4.11 Limitations

- a) A University of Florida employee may not volunteer to perform services for the university that are identical or similar to her or his duties as an employee.
- b) A former University of Florida employee may not volunteer to perform services for the university that are identical or similar to her or his duties as an employee.
- c) A person is only considered a volunteer if her or his services were rendered of their own free will, without pressure or coercion.
- d) Volunteers may not be used as a replacement of an employee position.
- e) Any individual who appears on the Florida Sexual Predator Registry, Florida Sex Offender List, Florida Department of Corrections Offender Network, National Sexual Predator Registry, or Online Wanted Persons Search shall not serve in a volunteer capacity for the University of Florida or affiliated organizations.
- f) All volunteers shall be at least 14 years of age.
- g) The University of Florida does not allow volunteer service from any foreign national not authorized to work in the United States. Examples include: H-4, O-3, L-2, F-2, M-2, TD, R-2, B1/B2.
- h) Current employees working on an H-1B visa may be eligible to volunteer, only if the work would typically be performed by unpaid volunteers. **Immigration Compliance Services in UFHR must be contacted for approval prior to any volunteer service.**
- i) Current J-2 visa holders are also prohibited from volunteer service unless they have employment authorization/EAD Card.
- j) Single-Day-Event volunteers may be tracked in either the Volunteer Tracking System (myUFL) or via the Single-Day-Event Volunteer Form. Single-Day-Event Volunteer Forms should be kept on file with the individual department.

4.12 Institutional Recovery and COVID-19

Volunteers are required to abide by the University of Florida Institutional Recovery and COVID-19 Return to Workplace policy, as determined by department leadership.

5. Reporting Questions or Violations

The following is the department responsible for overseeing implementation of and assuring compliance with this policy. Contact the office designated below with questions about the policy or to report suspected violations:

UFHR
903 W. University Avenue
PO Box 115000
Gainesville, FL 32611
Phone: (352) 392-2477
human-resources@ufl.edu
hr.ufl.edu

6. Compliance

Faculty and staff of the University of Florida who fail to comply with this policy may be subject to disciplinary action, up to and including termination.

7. Definitions and Terms

7.1 Volunteer: 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.

7.2 Single-Day-Event Volunteer: A single-day-single-event volunteer is any person volunteering for a single event, that is 10 hours or less in length.

7.3 Responsible UF faculty/staff person: The responsible UF faculty/staff person is any person engaging volunteers for service.

Resources

[*Single-Day-Event Volunteer Form*](#)

[*Parental Approval and Authorization to Treat Minors Form*](#)

Related Information

[University of Florida Regulation 6C1-3.0031 Finance and Administration; Volunteers](#)

[University of Florida Institutional Recovery and COVID-19 Return to Workplace Policy](#)

[University of Florida Regulation 6C1-3.057 Worker's Compensation, Unemployment Compensation and Drug Testing](#)

[University of Florida Regulation 1.009 Employment of Relatives](#)

[University of Florida Social Media Page Policy](#)

[University of Florida Human Resources Social Media Policy](#)

[University of Florida Acceptable Use Policy](#)

[University of Florida Office of Youth Compliance Services](#)

[University of Florida Office of Youth Compliance Services – Supervision of Minors](#)

[University of Florida Office of Youth Compliance Services – Background Checks](#)

Policy History

Revision Date	Author	Description
03-05-2020	UFHR	Policy initially adopted