

3.15 Volunteer Policy

The talent and services of volunteers are important to Loyola University Maryland in accomplishing its religious and charitable mission of research, education, and outreach. Although volunteers are not employees of the University, it is important to establish standards and guidelines for volunteer services so that both the volunteer and the University understand the parameters of the volunteer relationship.

A Loyola University Maryland volunteer is an individual who of their own free will performs work or provides services to the University without receipt of, or expectation of, compensation or other benefits.

Excluded from the scope of this Policy are students currently enrolled at Loyola and volunteering for CCSJ as part of their service learning.

3.15.1 Volunteer Engagements

- A current Loyola employee may not volunteer to provide the same type of services that they are employed to provide, or for the same department in which they are regularly employed. volunteers may not displace regular employee positions.
- Volunteers may not perform work that otherwise would be performed by regular employees.
- The volunteer engagement may last for a few hours or up to several years.
 - A volunteer may end their engagement with the University at any time without fear of liability or reprisal.
 - A volunteer serves at the pleasure of the University. Accordingly, a volunteer assignment can be terminated at the discretion of the University without notice or cause.
- Volunteers may perform a variety of functions in support of campus activities.
 - Examples of volunteer work could include (but are not limited to): assisting with teaching, research, working with Faculty, Student Health Services, or the Clinical Centers, working on campus activities, assisting with sporting events, or providing certain training to the University community.
 - Volunteers may not volunteer in connection with commercial activities of the University, such as serving in the University book store.
 - Guest lecturers, speakers, or visitors as part of the educational mission are not considered volunteers under this policy.
 - Interns who observe or perform duties for high school and/or college/university credit are not considered volunteers and are subject to internship protocols.
- Loyola volunteers must have the necessary training and/or supervision to safely and effectively carry out the volunteer tasks assigned to them. Supervisors of volunteers are responsible to ensure that all applicable training and PPE is provided to volunteers. This may include specialized training and PPE for those entering labs or for other specialized spaces and duties.
- Volunteers must be made aware of and comply with all applicable Loyola University Maryland policies and procedures, and departmental policies and protocols such as department specific general guidelines, NCAA regulations if applicable, and/or other departmental relevant policies.

- An individual who volunteers services in a field that requires a license or certificate must provide evidence of that credential to the University prior to performance of those duties.
- Individuals on temporary visas or pending visa applications may not serve as volunteers in positions where others may receive compensation to perform the same services, or in a position in which they intend to be employed upon visa approval.
- Volunteers donate their time and/or render their services of their own free will, without compensation of any kind, and do not need to complete a Form I-9.
- Volunteers are not covered under Loyola's Workers Compensation policy and are not eligible for participation in any other benefit policy.

3.15.2 Volunteer Screening and On-boarding:

When selecting and engaging a volunteer, it is the supervisor's responsibility to be certain the individual has adequate experience, qualifications, and training for the task(s) they will be expected to perform. The prospective volunteer should complete the [Loyola Volunteer Application](#). In order to ensure a positive experience for Loyola volunteers and to protect the University from any potential liability, the screening and on-boarding process is as follows:

Before engaging the assistance of a volunteer, the department supervisor should draft a [Volunteer Description of Services](#). This should include a preferred schedule of days and time allotments needed for the volunteer services, a list of those who will oversee the volunteer's services, and a list of the specific services the volunteer will be performing for the University. The department supervisor sends the completed Description of Services to the human resources partner for review.

Human resources will confirm that the work is appropriate for volunteers and will conduct background screening as applicable and will advise the department administrator of whether the Description of Services is approved, denied, or requires additional modification. The volunteer may not begin the assignment until the following steps are completed including a successful background screen (if required).

The department supervisor should have the volunteer complete the [Volunteer Agreement](#), [Volunteer Release Agreement](#), and a [Confidentiality Agreement](#). A parent's signature on these agreements will be required for volunteers under the age of 18. The administrator should complete a non-employee access form. A copy of the signed forms should be given to human resources. The department supervisor provides the volunteer with a copy of the signed forms and a copy of the volunteer Policy. Volunteers should also be given a copy of the Equal Employment Opportunity Statement, the Harassment and Discrimination Policy, and they should be provided with access to the [Staff and Administrator Policy Manual](#).

Human resources will conduct background screening for volunteers 18 years and older for many volunteer activities. To make certain a volunteer is eligible to volunteer when needed, the department supervisor must provide human resources with adequate time to run the screening. This may take anywhere from 48 hours to approximately one week. The supervisor should call or email the human resources partner in a timely manner to request the background screen and supply them with the signed volunteer Agreement, volunteer Release Agreement, and Confidentiality Agreement. HR will then email the volunteer an online link to authorize Loyola to begin the background screening process. The volunteer will read and sign the FCRA disclosure and authorization form online, and the background screening process will begin. Human resources will notify the department administrator when the volunteer is cleared to begin the assignment.

Before the volunteer starts their assignment, the department supervisor arranges for a workstation and/or supplies and/or systems needed for the assignment. Depending upon the assignment, supervisors may need to provide specific training related to the assignment and the department, including safety training. The volunteer must agree to any other departmental or University stipulations related to the assignment such as NCAA rules and regulations if applicable, department safety policies, general department policies and protocols, and/or any other relevant stipulations.

Once all of the steps above are completed, the volunteer can begin their assignment.

3.15.3 Volunteer Conduct

Volunteers are expected to conform to all University policies and procedures, including and not limited to those related to harassment and discrimination, security, safety, and ethical conduct. A link to Loyola's Staff and Administrator Policy Manual is included on the volunteer Services Agreement Form.

Either the volunteer or the University may terminate the volunteer Agreement and assignment at any time for any reason immediately upon notice, oral or written, to the other party.

Human resources and the sponsoring department should maintain copies of the documentation for each volunteer.

Questions about volunteer engagements should be directed to human resources at Ext. 2354.