NOTE: THIS POLICY, LIKE ALL OTHER COASTAL CAROLINA UNIVERSITY POLICIES, IS NOT A CONTRACT OF EMPLOYMENT AND SHOULD NOT BE RELIED UPON AS SUCH. THIS POLICY MAY BE CHANGED AT ANY TIME BY COASTAL CAROLINA UNIVERSITY.

SUMMARY:

This policy defines volunteers and their relationship with Coastal Carolina University.

POLICY:

I. Policy

A. Definition of Volunteer

For the purposes of this policy and in accordance with the Fair Labor Standards Act (FLSA), "An individual who performs hours of service for a public agency for civic, charitable or humanitarian reasons, without promise, expectation or receipt of compensation for services rendered, is considered to be a volunteer during such hours. Individuals performing hours of service for such a public agency will be considered volunteers for the time so spent and not submit to sections 6, 7, and 11 of the FLSA when such hours of service are performed in accord with sections 3(e) (4) (A) and (B) of the FLSA and the guidelines in this subpart."

In accordance with this definition, volunteers are not subject to other sections of the Fair Labor Standards Act (FLSA).

Coastal Carolina University employees and individuals employed at other state agencies in South Carolina may only perform volunteer services for the University if no compensation is paid and services performed are not of the same nature as the employee’s primary job responsibilities.

B. Rights and Responsibilities

1. Expenses or Fees
a. Volunteers may be paid authorized expenses for their services without losing status as volunteers. Expenses or fees that may be paid include but are not limited to:

   i. Out-of-pocket expenses incurred incidental to providing volunteer services (e.g., meals, transportation expenses, lodging, etc.) are paid or reimbursed in accordance with University policy Travel – Authorizations and Reimbursement FINA – 103.

   ii. Cost of books and supplies.

   iii. A nominal fee which is not a substitute for compensation and is not based on productivity. In determining if a fee is nominal, consideration is given to distance traveled, time and effort expended and the extent the volunteer has made himself or herself available to the University.

C. University volunteers are expected to abide by University policies and procedures and external regulations that govern their actions including but not limited to, those relating to ethical behavior, safety, confidentiality, protected health information, computer use, financial responsibility and drug use.

D. Unacceptable volunteer assignments would include but not be limited to:
   1. Operation of heavy equipment;
   2. Working with hazardous materials, environments or related areas which may otherwise place the volunteer at risk for physical harm;
   3. Providing direct health care services;
   4. Serving as a law enforcement officer;
   5. Any activity considered inappropriate for an employee; and
   6. Entering into any contract on behalf of the University.

E. Unless obtained by the University for a specific program, volunteers are not eligible for nor entitled to any institutional benefits such as Worker’s Compensation or other insurance. However, immediate reporting of all accidents and/or injuries is essential.

G. A volunteer must, before being allowed to perform any volunteer services, sign an agreement releasing the University from any liability.

II. Procedures

Any department of the University seeking to utilize services of a volunteer must abide by the following procedures before allowing the volunteer to begin providing services for the University.

A. The department must initiate the process by:

   1. Completing the top portion of the “Volunteer Data” form located on the Office of Human Resources and Equal Opportunity (HREO) forms page online. The department must require the volunteer to complete all remaining sections of the form, including the “Volunteer Waiver of Liability”;

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2. Having the volunteer complete and sign the “Volunteer Background Information Release” form which is located on the HREO forms page online; and

3. Forwarding the forms referenced above to HREO.

B. Upon receipt of the forms referenced above, HREO will initiate a complete background investigation on the volunteer. The department engaging the volunteer will be responsible for all costs associated with the background check.

C. HREO will notify the department when the background check results are received. Volunteer activities cannot begin until the department receives notification that the background check is clear and approved administratively.

D. HREO will enter volunteer data into the administrative computing system and retain original forms.

E. Departments must notify HREO when a volunteer will no longer be providing services to the University.