



Policy Title:	Volunteers
Policy Number:	UNIV-445
Revision Date:	December 2021
Policies Superseded:	1229.06; HREO-135
Policy Management Area(s):	Human Resources and Equal Opportunity

SUMMARY:

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

POLICY:

I. DEFINITION OF VOLUNTEER

- A. 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 of the FLSA and the guidelines in this subpart."
- B. In accordance with this definition, volunteers are not subject to other sections of the Fair Labor Standards Act (FLSA).
- C. 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.
- D. A volunteer should not exceed an average of 20 hours per week during the duration of the volunteer assignment. If there is more than one volunteer assignment, the 20 hours per week average applies to all assignments combined.

II. PROGRAM ADMINISTRATION

A. Expenses or Fees

1. 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:
 - a. Out-of-pocket expenses incurred incidental to providing volunteer services (e.g., meals, transportation expenses, lodging, etc.), paid or reimbursed in accordance with University policy [FAST- 201 Travel - Authorization and Reimbursement](#).
 - b. Cost of books and supplies.
 - c. 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 to which the volunteer has been available to the University.

B. 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.

C. Engagement of Minors

1. Individuals should be at least 18 years of age in order to volunteer at Coastal Carolina University.
2. In the event an administrative decision is made to engage a minor as a volunteer, it is the policy of CCU to engage current or incoming CCU students first, if possible. Exceptions to this protocol must be approved by the president or designee. Such approval must occur before finalizing the volunteer arrangement. In no case should a volunteer be under the age of 16.
3. As outlined in [FAST- 228 Employment of Minors](#), minors should not engage in any task, project, assignment, or occupation which could be hazardous.

D. Unacceptable volunteer assignments for any and all volunteers – regardless of age – would include, but not be limited to:

1. Operation of heavy equipment.
2. Working with hazardous materials, or in hazardous environments or related areas, which may otherwise place the volunteer at risk of physical harm.
3. Providing direct health care services.
4. Serving as a law enforcement officer.
5. Any activity considered inappropriate for an employee.
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.

- F. A volunteer must, before being allowed to perform any volunteer services, sign an agreement releasing the University from any liability.
- G. In general, volunteers are not entitled to any University privileges. Inquiries regarding privileges should be directed to the Office of Human Resources and Equal Opportunity (HREO).
- H. Volunteers are subject to background checks in accordance with [FAST- 227 Job Reference and Background Checks](#). Refer to policy for details.

III. TERMINATION OF VOLUNTEER APPOINTMENT

- A. The University or sponsoring unit may terminate a University volunteer appointment at any time, for any reason.
- B. The sponsoring unit is responsible for monitoring the status of each of its volunteers and for notifying HREO when a volunteer appointment terminates by submitting a University Volunteer Form, found on the University Forms page under Human Resources and Equal Opportunity.

IV. EXCEPTIONS

Exceptions may be made for registered practicums or academic internships, with University approval.

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