

# DEPAUL UNIVERSITY



## Volunteer Management

**Category:** Operations

**Responsible Department:** Compliance & Risk Management

**Responsible Officer:** Executive Vice President

**Effective Date:** 2/12/2020

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### Policy Summary

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This policy establishes uniform university requirements for the screening and engagement of volunteers at DePaul to ensure the best volunteer experience while minimizing risks of both the volunteers and the University.

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### Scope

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This policy affects the following groups of the University:

- Entire University Community

This policy affects any person who provides volunteer services to the university and any unit that engages volunteer services for the benefit of DePaul or for the benefit of a DePaul objective.

This policy does **not** apply to

- unpaid internships approved by a college, Student Employment, or Human Resources;
- student co-curricular and extracurricular activities (e.g. contributing to the content or production of an academic publication, participating in faculty research, organizing DemonTHON);
- services performed during working hours provided by paid employees in conjunction with credit-bearing academic courses and projects (i.e. service learning);
- paid employee appointments to university committees, councils or working groups for activities performed during working hours;
- activities undertaken by faculty in the context of teaching, scholarship, research and other creative activities, and service (e.g. participating in shared governance forums, presenting at a college recruiting event, or pro-bono work in a departmental clinic);
- serving as a faculty or staff advisor for a student organization only if the advising is aligned with the individual's responsibilities as an employee (e.g. faculty advising the student chapter

of a professional society or a student affairs professional advising student organizations. In contrast, this policy does apply if the employee's job responsibilities do not align with the service, such as a budget manager coaching the club hockey team.);

- membership on University Advisory Boards
- volunteer services provided to another organization even if DePaul has organized or is otherwise involved, such as Vincentian Service Day

This policy is not intended to supersede or replace, but should be read with, other university policies, including, but not limited to:

- [Anti-Discrimination and Anti-Harassment Policy and Procedures](#)
- [Conflict of Interest](#)
- [Drug-Free Workplace and Legal Drinking Age Compliance](#)
- [Employee and University Guests Reimbursement](#)
- [Protection of Minor Children](#)
- [Sexual & Relationship Violence Prevention and Response](#)
- [Time Reporting](#)
- [University Advisory Boards](#)

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## Policy

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DePaul University recognizes and appreciates the important role of volunteers in fulfilling the university's mission. To ensure a productive and enriching volunteer experience while minimizing risks to the volunteer and the university, this policy provides a framework and requirements for screening, approving, engaging, training, supervising, and terminating volunteers.

### Requirements to Become a DePaul Volunteer

Anyone, including employees, retirees, students, and alumni may provide volunteer service. To engage as a DePaul volunteer, individuals must meet the following criteria:

- The individual must be willing to provide services without compensation according to this policy.
- The individual must abide by university policies and external regulations that cover their actions. This includes, but is not limited to, the policies listed in the Policy Scope.
- The individual agrees to abide by the Illinois Abused and Neglected Child Reporting Act (325 ILCS 5) which mandates that volunteers who have reasonable cause to believe that a child under the age of 18 (a "minor child") known to them in their volunteer capacity may have been subjected to physical or sexual abuse, may be at risk of physical or sexual abuse, or is being deprived of the proper or necessary care are required by law to immediately report such mistreatment to the Illinois Department of Children and Family Services ("DCFS") by calling DCFS' child abuse hotline at 1-800-25-ABUSE.
- The individual is 16-years of age or older. Unless they are a full-time DePaul student, any individual under 18-years of age must have parental consent to volunteer.

Current employees of the university who provide volunteer service must meet additional criteria:

- The volunteer role is not a capacity in which they are employed by the university and it is not essentially similar to the individual's regular work at the university.
- Employees may not volunteer their time during work hours.
- The volunteer activities may not substitute for work otherwise performed by any DePaul employee.
- The volunteer role must be truly voluntary and without implicit or explicit pressure suggesting that the employee's paid position is contingent on or in any way impacted by the decision whether or not to volunteer, or by the employee's performance as a volunteer.
- The employee acknowledges that the volunteer role does not supersede any existing responsibility as an employee to report conduct they believe may violate laws, university policies or DePaul's Code of Conduct.

A volunteer must sign and adhere to a written volunteer agreement if **any** of the following apply:

- The volunteer engagement is an ongoing relationship rather than a one-time event; or
- The volunteer engagement is a one-time event of longer three days duration; or
- The volunteer has access to sensitive data or DePaul confidential information; or
- The activity participants include minor children except for (1) activities that are open to the general public and/or that the minor children attend under the continuous supervision of their parent(s), guardian(s) or chaperone(s); and (2) programs for prospective students (high school students or their equivalent who are considering attending DePaul) and admitted students, including campus visits, tours and recruitment events, and Premiere DePaul;
- The activity participants include DePaul students except for activities that are under the continuous supervision of the DePaul faculty and/or staff sponsoring the activity (for example, a guest lecturing to a class of students without faculty/staff supervision in the classroom must sign and adhere to the written agreement); or
- The volunteer is a minor child.

If an agreement is required, the unit must use one of the DePaul University Volunteer Agreements that accompany this policy. (One version of the agreement is for current employees. The other version is used for all other volunteers.) A unit may add an addendum to the agreement setting forth more specific event details or instructions, so long as addendum does not conflict with or contradict the provisions of the Volunteer Agreement.

### **Prohibited Volunteer Services**

A volunteer should not be responsible for any supervision and should not appear to have any sort of authority when dealing with employees, students, or outside parties. Volunteers are barred from performing or engaging in any of the following activities:

- Any activity considered inappropriate for a university employee to perform.
- Core university business functions, such as teaching, curriculum development, etc., or routine administrative activities.

- Services that may involve the handling of or close proximity to hazardous materials or export-controlled materials.
- Operation of any university motorized vehicles or heavy equipment.
- Entry into contracts, agreements, or any other instrument that legally or financially binds the university.
- Commitment of the expenditure of university funds.
- Activities that provide unsupervised access to sensitive or confidential university data or assets.
- Services that displace employed workers or work that would otherwise be performed by regular employees.

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## Procedures

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A DePaul University unit (college, school, department, institute, center, etc.) is responsible for all aspects of a volunteer's engagement with the university: solicitation, appropriate screening, approval, training, supervision, and termination of the engagement. These requirements include:

***Statement of Volunteer Activities.*** Units are required to provide each volunteer with a statement that lists the activities to be performed by the volunteer, the date(s) and time(s) the volunteer service will be provided, the unit employee who will supervise the volunteer activities, and any special requirements for the volunteer. Units must confirm that the services specified comply with this policy.

***Training and Screening.*** Units must provide each individual with appropriate training to provide volunteer services in compliance with DePaul's policies and applicable law. Units must confirm that the individual is eligible to volunteer. This includes:

- Executing a volunteer agreement if the volunteer engagement meets any of the conditions specified by this policy.
- Complying with the Protection of Minor Children policy, which includes training and, as applicable, criminal background checks, for the activities involving minor children described above.
- Complete training and a confidentiality agreement if the individual has access to sensitive university data or assets.
- As required by the nature of the engagement, complete agreements, trainings, and/or screenings to comply with any other university policies.

***Volunteer Expenses.*** The unit may reimburse volunteers for reasonable expenses incurred in the performance of volunteer activities. Any expenses must be authorized for reimbursement prior to expenditure by the unit who engages the volunteer. Reimbursement requests must be submitted in accordance to the [Employee and University Guests Reimbursement](#) policy.

***Recognition.*** Volunteers provide services without the promise, expectation, or receipt of compensation. Therefore, the university does not pay volunteers for the activities they perform. However, units may provide some form of recognition to a volunteer for their service. Where

provided, appropriate recognition should be limited to non-cash items with a value not to exceed \$75 per volunteer in a single calendar year. Examples of appropriate recognition would include an appreciation lunch, plaque, or certificate of appreciation. In no case should cash or cash equivalents, such as gift cards, be provided to a volunteer.

***End of Services:*** – Both the university and the volunteer reserves the right to terminate a volunteer’s services at any time and for any reason.

***University Policy Compliance.*** The unit must identify and make available to the volunteer all university policies relevant to the engagement. While performing volunteer activities, volunteers will be bound and subject to all applicable university policies, including but not limited to:

- [Anti-Discrimination and Anti-Harassment Policy and Procedures](#)
- [Drug-Free Workplace and Legal Drinking Age Compliance](#)
- [Protection of Minor Children](#)
- [Sexual & Relationship Violence Prevention and Response](#)

***Insurance.*** The unit is responsible to contact DePaul’s Insurance Manager to confirm appropriate insurance coverage for volunteer activities.

***Records Management.*** The unit must maintain relevant forms and documentation in a central location for a period of three years from the date the relationship with the volunteer ends.

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## **Divisional Collaborations**

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- Academic Affairs
- Human Resources
- Mission and Ministry
- Office of the General Counsel
- Student Affairs
- University Tax Services

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## **Contact Information**

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Compliance & Risk Management: [compliance@depaul.edu](mailto:compliance@depaul.edu)

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## **Appendices**

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Volunteer agreement template

Volunteer agreement template for employees

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## **History/Revisions**

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Origination Date: 2/12/2020

Next Review Date: N/A