

# Employee Services

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## Policy on Voluntary Services

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### Policy:

To provide an opportunity for individuals to gain experience or serve the university through an un-paid work activity.

### Procedures:

All volunteers must be approved in advance at the President or Vice President level. As part of the approval, the requesting supervisor must provide an approved written list of job duties and hours. The approved job duty document should be sent to Human Resources to place in the volunteer's file. Actual hours worked should be agreed upon by the appropriate supervisor and the volunteer.

### Timing:

The voluntary services will be for an agreed period of time as determined by all parties.

### Requirements:

All volunteers must be at least 18 years old. Students on summer break are eligible to serve as volunteers in accordance with this policy.

### Training:

All volunteers must be oriented to the Universities' policies on drugs, harassment, safety and confidentiality.

Record Keeping:

Volunteers will not be entered in the Payroll System. A separate file will be kept in Human Resources documenting the voluntary period. Student volunteers, coordinated through Student Affairs, will not be issued, keys or equipment.

Parking, Identification Card and Related Items:

The volunteer will be issued a SSU identification card and a temporary parking permit. The fee associated with this parking permit will be waived by the Parking Committee. Volunteers may be provided access to office space, supplies, and equipment as appropriate in the performance of assigned duties.

Processing In and Out:

Volunteers must process in and out through Human Resources. The in-processing will include completion of an application, documenting name, address, emergency contact etc. along with a signed release authorizing the university to conduct a background check. Orientation on relevant policies/procedures will be conducted. At the completion of the volunteer period, volunteers will process out through Human Resources.