

Administrative Policy

Title:	Volunteer Policy
Source:	Human Resources
Prepared by:	Associate Vice Chancellor for Human Resources
Effective Date:	December 1, 2015
Replaces:	September 1, 2013
Applies:	All campuses

A. Introduction

The University of Colorado Denver | Anschutz Medical Campus engages unpaid individuals in many activities. Federal and state labor laws, however, require that employers pay minimum wage for work performed. Individuals may not typically be required or allowed to work without receiving compensation. In addition, the University's acceptance of federal funding requires employee pay to be internally and externally equitable. Employees may not waive their rights under federal and state labor laws. Paid work by faculty, staff or student employees is, with some exceptions, considered "compensable work" for all units throughout the University. The purpose of this policy is to define the circumstances under which volunteers may provide services to the University, clarify volunteer restrictions and identify exceptions.

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C. Policy Statement

Individuals are prohibited from performing work without compensation at the University of Colorado Denver, except in the following circumstances:

1. Current full-time, overtime exempt employees performing work related or unrelated to their normal assignment
2. Current part-time or overtime eligible employees volunteering in activities unrelated to the work for which they are appointed.

3. Community members who assist with the University's humanitarian outreach and service activities, such as basic assistance for patients, helping students, outreach events or serving on committees.
4. Non-employees participating in work to learn more in an area of interest with no expected work product.
5. Individuals appointed as Adjoint or Clinical Faculty members.
6. Guest speakers/lecturers.

In each of the circumstances listed above, volunteers should not participate full time unless it is for a limited defined period, (e.g. a semester or set number of weeks), must be registered with the University as described in Section F below and may be required to successfully pass a criminal background check prior to beginning their activities as described in section E. In addition, volunteers may not be promised future employment in consideration for their activities, including former employees terminated for a temporary or permanent change in funding or employment eligibility. International faculty and staff are governed by their visa type. Visiting faculty are governed by separate University policies.

D. Additional Guidance

Volunteers are unpaid individuals who perform a service that benefits the University according to the following criteria:

- **The individual performing the activity may not be a current part-time or overtime eligible University employee, unless the individual is performing activities which are not the same or similar to the activities the employee is employed to perform.**
- **Volunteers may not be promised future pay or back pay in any form for any reason.**
- Volunteers do not typically perform work which is normally compensable, with the exceptions noted in this policy.
- The activity must be performed at the request of, for the benefit of, and subject to the control of, the University.
- The individual must willingly provide goods or services without any promise, expectation or receipt of pay or payment in kind. The individual may not receive any benefit from the University. Individuals may, however, be given certain privileges such as parking, building access and the use of equipment necessary to provide the services.
- Individuals should not perform activities or services on a full-time basis unless it is for a limited defined period of time (e.g. a semester or set number of weeks).
- The services are of the kind typically considered unpaid.
- No regular University employees may be displaced to accommodate the volunteer activities or services.
- Non-employees participating in work to learn more in an area of interest with no expected work product. Note: Such volunteers may be considered trainees on a case by case basis and must contact University Risk Management.
- Volunteers may be prohibited in certain areas or activities based on health, safety and security requirements, including restrictions on minors in laboratory settings.

E. Background Checks

Criminal background checks are required for new volunteers who will have direct, ongoing contact with students, patients, or visitors or who have direct access to University resources such as facilities, equipment, funds or other property. The process is conducted through Human Resources in accordance with the Background Investigation Policy.

F. Registration

Non-employees on campus performing ongoing volunteer activities require the following based on their status:

Adjoint and Clinical Faculty appointments require the individual to complete an application and sign a faculty letter of offer. In addition, these appointments must be approved in accordance with Regent Policy 2-K concerning faculty personnel matters. The appointment must be entered into the Human Resources Management System with the appropriate title.

Non-faculty appointment volunteers must be entered into the Human Resources Management System as Persons of Interest. In addition, the individual must complete a volunteer application and be issued a letter of invitation.

Community guests and guest speakers/lecturers require only written invitations.

G. Training and Compliance

Volunteers are subject to University policies concerning conduct on campus, including the Sexual Harassment Policy and Anti-Violence Policy. They are also required to complete all training required for access to certain areas and use of University resources.

H. Sanctions

Departments are responsible for back-pay and any fines and penalties resulting from the unauthorized use of volunteers. Individuals found in violation of this policy may also be subject to disciplinary action, up to and including termination. In addition, individuals may be subject to criminal penalties including fines and imprisonment.