A. Introduction

The University of Colorado Denver engages unpaid individuals in many activities. Federal and state labor laws, however, require that employers pay individuals minimum wage for work performed. Individuals may not be required or allowed to work without receiving compensation. In addition, the University’s acceptance of federal funding requires pay to be internally and externally equitable. Individuals may not waive their rights under federal and state labor laws. Once the University compensates faculty, staff or student employees to perform a certain function or task, the activity is considered “compensable work” for all units throughout the University going forward. 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 such as trainees and other experiential learning activities.

B. Table of Contents

A. Introduction
B. Table of Contents
C. Policy Statement
D. Definitions
E. Background Checks
F. Registration
G. Training and Compliance
H. Sanctions
I. Appendices
J. Quick Reference Chart for Volunteer Documents

C. Policy Statement

Individuals are prohibited from performing work without compensation at the University of Colorado Denver, except in the following circumstances:
1. Volunteers providing services to the University as defined in Section D below. Volunteers may include:
   a. Current full-time, overtime exempt employees.
   b. Current part-time or overtime eligible employees volunteering in activities unrelated to the work for which they are appointed.
   c. 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.
2. Trainees and Experiential Learning activities including internships, visitors and shadowing as defined in Section D below.
3. Individuals appointed as Adjunct or Clinical Faculty members.
4. Guest speakers/lecturers.

In each of the circumstances listed above, volunteers must 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 and trainees 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. Definitions

**Volunteers:** Unpaid individuals who perform a service that benefits the University according to the following criteria:

1. Volunteers may not perform work which is normally compensable, with the exception of humanitarian endeavors.
2. The activity must be performed at the request of, for the benefit of, and subject to the control of, the University.
3. The individual performing the activity may not be a current 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.
4. 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.
5. Individuals may 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).
6. The services are of the kind typically considered unpaid.
7. No regular University employees may be displaced to accommodate the volunteer activities or services.

**Trainees:** Unpaid individuals who receive training through participation in University activities without compensation according to the following criteria:

1. The training is for the benefit of the Trainees and generally does not benefit the University.
2. Trainees may not displace regular employees, but must participate under close supervision of current employees.
3. The University may receive no immediate advantage from the activities of Trainees and, on occasion, University operations may even be impeded.
4. Trainees are not entitled to a job at the conclusion of the training period.
5. Trainees are not entitled to wages or compensation for the time spent in training.

Examples of trainee type activities at the University include the following:

1. Internship For-credit: Students pay regular tuition at the institution where they are enrolled, for the appropriate number of credits. The student’s transcript will reference the internship and grade. Internships include clinical rotations, practicums and other clinical experience. Paid internships are not considered a trainee activity.

2. Internship Not-for-credit: Student does not pay tuition or any other costs for participation in the activity. The student does not receive a grade nor is the activity reflected on the student’s transcript.

3. Visitors and Shadowing: Temporary learning activities with no fee or grade which involve the process of observing faculty, staff or students and participating in directly related activities for training or research purposes. Such trainees may be matriculated or enrolled students at any level from any institution, including enrollment in a course specifically designed for this purpose. Trainees may also be registered in approved non-student programs which include defined instructional and participatory elements for a defined period.

E. Background Checks

Criminal background checks are required for new volunteers and trainees 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 CU Denver Background Investigation Policy.

F. Registration

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

Adjoint and Clinical Faculty appointments require the individual to complete an application, sign a faculty letter of offer and complete notices of risk and waiver of responsibility agreements. 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.

Designation as a trainee requires the individual to complete an application, be issued a letter of invitation and complete notices of risk and waiver of responsibility agreements.

Departments must contact the Experiential Learning Center to register internship programs.

Volunteers must be entered into the Human Resources Management System as Persons of Interest. In addition, the individual must complete a volunteer application, be issued a letter of invitation and complete notices of risk and waiver of responsibility agreements.

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

G. Training and Compliance
On-going volunteers and trainees 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 or trainees. 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.

I. Appendices

A. Volunteer Application  
B. Trainee Application  
C. Adjoint or Clinical Faculty Letter of Offer  
D. Volunteer or Trainee Letter of Invitation  
E. Internship Forms  
F. Notices of Risk and Waiver of Responsibility Agreement  
G. Background Disclosure and Authorization  
H. Non-Student Trainee Program Proposal  
I. Risk Management Volunteer Guidelines

J. Quick Reference Chart for Volunteer Documents

<table>
<thead>
<tr>
<th>Document</th>
<th>Clinical/Adjoint Faculty</th>
<th>Ongoing Service</th>
<th>Board/Committee/ Special Event/Guest Speaker/Outreach</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Letter of Offer/PMR</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Letter of Invitation</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Risk/Waiver of Responsibility</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Background Check Consent</td>
<td>Yes</td>
<td>Yes*</td>
<td>No</td>
</tr>
</tbody>
</table>

*If new volunteer has direct, ongoing contact with students, patients, or visitors or who have direct access to University resources such as facilities, equipment, funds or other property.
Volunteer Application

Last Name: ___________________________________ First Name: _______________________ MI: _______

Address: ___________________________________ City: _______________________ State: _______

Zip Code: ___________ Phone Number: ________________

Gender: □ M □ F Date of Birth: ________________

Emergency Contact:

Last Name: ________________________ First Name: _______________________ MI: _______

Address: ________________________________ City: _______________________ State: _______

Zip Code: ___________ Phone Number: ________________ Relationship: ________________

Availability:

<table>
<thead>
<tr>
<th></th>
<th>Sun</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
</tr>
</thead>
<tbody>
<tr>
<td>Morning:</td>
<td>□</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Afternoon:</td>
<td>□</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Evening:</td>
<td>□</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Expected number of volunteer hours per week:______________________________

Duration of volunteer service:______________________________

Are you a student? □ Yes □ No If yes, what school?______________________________

Are you a current or former paid employee of the University of Colorado?

□ No

□ Current Employee

Title:______________________________

Department:________________________

Summary of Assignment:____________________________________________________

____________________________________________________

____________________________________________________

□ Former Employee

Dates of Employment:____________________________________________________
Type of Volunteer:

☐ Clinical Faculty  ☐ Adjoint Faculty  ☐ Assisting with patient care

☐ Assisting with education  ☐ Advisory board or committee  ☐ Special event

☐ Outreach  ☐ Guest Speaker  ☐ Other:____________________

Expected Volunteer Services:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
Trainee Application

Last Name: ________________________ First Name: ________________________ MI: ______

Address: ________________________ City: ________________________ State: ______

Zip Code: _______ Phone Number: ________________

Gender: □ M □ F Date of Birth: ________________

Emergency Contact:

Last Name: ________________________ First Name: ________________________ MI: ______

Address: ________________________ City: ________________________ State: ______

Zip Code: _______ Phone Number: ________________ Relationship: ________________

Highest Level of Education Attained:

Degree_________ Date Conferred_________

Major/Field of Study_________________ Institution_________________
Expected number of trainee hours per week:______________________________

Duration of trainee program:______________________________

Are you a current student? □ Yes □ No

If yes, what school?________________________________________

Shadowing and hands-on activities:

________________________________________________________________

________________________________________________________________

________________________________________________________________

Instructional activities:

________________________________________________________________

________________________________________________________________

________________________________________________________________

________________________________________________________________
Adjoint or Clinical Letter of Offer

Date

Name
Address
City

Dear Name:

I am pleased to offer to you an unpaid volunteer faculty appointment as *(adjoint or clinical rank and title)*, a faculty position in the *(college/school of…)* at the University of Colorado Denver. This offer is subject to approval by the Provost.

This appointment is effective date and is subject to the provisions of State Law and Regent Policies. This appointment is contingent upon you passing a criminal background check. If there is a delay in the background check, we may need to delay your appointment.

Your appointment is subject to termination by either party.

You agree to uphold ethical standards appropriate to your appointment, including, but not limited to, complying with all applicable laws, rules, regulations, and policies. You also agree to report suspected or known noncompliance as required by Regent and University policies. You further agree to meet obligations imposed by federal and state law and university policies, including the obligation to report.

We look forward to your acceptance of this offer and to your contributions to the University of Colorado Denver.

Sincerely,

(Name)

I accept this offer:

Signature Date

Appendix C
Volunteer or Trainee Letter of Invitation

Date

Name
Address
City

Dear Name:

I am pleased to invite you to (serve/study) as an unpaid (volunteer/trainee) in the (department) at the University of Colorado Denver. You will be participating in (briefly explain activities). It is anticipated that you will (serve/study)/(explain frequency and duration). (If volunteer has direct, ongoing contact with students, patients, or visitors or who have direct access to University resources such as facilities, equipment, funds or other property, include: “This invitation is contingent upon you passing a criminal background check”.)

This invitation may be rescinded at any time.

We look forward to your (service/participation) at the University of Colorado Denver.

Sincerely,

(Name)
Internship Forms

Please see the Experiential Learning Center website for information and forms:

http://www.ucdenver.edu/life/services/ExperientialLearning/foremployers/Pages/FormResources.aspx

Notices of Risk and Waiver of Responsibility Agreement

Please see the Risk Management website for information and forms:

https://www.cu.edu/content/documentsandforms

Background Disclosure and Authorization

Please see the Human Resources website:

http://www.ucdenver.edu/about/departments/HR/FormsTemplatesProcesses/BackgroundCheckForm/Pages/form.aspx
Non-Student Trainee Program Proposal

Enrolled or matriculated students at any level, from any institution, and in any discipline are not subject to the volunteer and trainee policy. Contact the Experiential Learning Center to establish internship or co-op programs for students. Non-student programs, which include defined instructional and participatory elements for a defined period, are intended to prepare community members such as alumni for future educational or work experiences.

Department:______________________________________________________________

Program Duration, Frequency and Hours per Week:____________________________

________________________________________________________________________

________________________________________________________________________

Purpose of Program:________________________________________________________

________________________________________________________________________

________________________________________________________________________

Trainee Qualifications:_______________________________________________________

________________________________________________________________________

________________________________________________________________________

Observation and Shadowing Activities:________________________________________

________________________________________________________________________

________________________________________________________________________

Hands-On and Participatory Activities:________________________________________

________________________________________________________________________
Classroom and Instructional Activities:

________________________________________

________________________________________

Approval:

______________________________
Faculty Member/Program Supervisor

______________________________
Asst. Vice Chancellor for Human Resources or Designee
Risk Management Volunteer Guidelines

Please see the Risk Management website for information:

https://www.cusys.edu/risk-mgmt/docs/VolunteerGuidelines_20110826.pdf