

Texas Woman's University University Regulation and Procedure

Regulation and Procedure Name: Volunteer Participation

**Regulation and Procedure
Number: URP: 04.450**

Policy Owner: Finance and Administration

POLICY STATEMENT

Texas Woman's University ("TWU" or "University"), encourages and supports all efforts and contributions made by the greater community to contribute to its mission. TWU, at its discretion, may allow volunteers to participate in certain programs or activities in support of the University when in compliance with this policy. The purpose of this policy is to establish responsibility and procedures regarding the use of such volunteers.

APPLICABILITY

This policy is applicable to TWU Students, Employees, Guests, and University Affiliates.

DEFINITIONS

1. "Employee" means an individual who is employed part-time, full-time, or in a temporary capacity as faculty, staff, or who is required to be a student as a condition of employment, undergraduate or graduate.
2. "Guest" means any individual not affiliated with TWU.
3. "Human Services" means programming involving the provision for basic human mental or physical needs.
4. "Student" means a person taking courses at TWU, a person who is not currently enrolled in courses but who has a continuing academic relationship with TWU, or a person who has been admitted or readmitted to TWU.
5. "University Affiliate" means any individual associated with TWU in a capacity other than as a Student or Employee who has access to TWU resources through a contractual arrangement or other association. This includes the following individuals:

- a. Contractors and Vendors: an individual, business, or governmental entity that has a fully executed contract to provide goods or services to TWU. This includes employees of contractors or vendors and independent contractors.
 - b. Employee of a Governmental Agency: an individual employed by a federal or Texas state agency.
 - c. Employee of a TWU-Affiliated Institution: an individual who works for organizations that are tightly aligned with the University.
 - d. Pre-Employment Individual: an individual who will be hired by the University and the hiring department has sponsored their access to TWU resources.
 - e. Other University Affiliate: any individual who does not fit into any other category and needs access to TWU resources.
6. “Volunteer” means any individual, including Employees and Students, that provides or performs services sponsored by the University or directly related to the University’s business operations and mission either on or off the premises, without any expectation, promise, or receipt of compensation, beyond reimbursements associated with the volunteer activity. Individuals, other than Employees and Students, who are serving as Volunteers meet the definition of University Affiliate in other Texas Woman’s University policies.
7. “Volunteer Program” means a program that considers volunteers a resource that requires advanced planning and preparation by the TWU sponsoring department to ensure effectiveness.

REGULATION AND PROCEDURE

I. Volunteer Programs

- A. Volunteer Programs allow individuals to provide their volunteer services to TWU for educational, civic, charitable, or humanitarian reasons, and can help further the University’s interests.
- B. Volunteer Programs must be sponsored by a TWU department. The sponsoring department is responsible for complying with all applicable requirements of this URP. The sponsoring department must coordinate with

Risk Management and the Office of General Counsel prior to creating and implementing a Volunteer Program.

II. Sponsoring Department Expectations and Responsibilities

The following are the expectations and responsibilities of the department sponsoring a Volunteer Program:

- A. Ensure that all Volunteer Programs further the University's interests.
- B. Define the anticipated contributions of the Volunteers.
- C. Ensure the availability of departmental resources to support the volunteer efforts.
- D. Select Volunteers with experience and qualifications appropriate for the tasks they will be expected to perform.
- E. Develop a training program for its Volunteers and its employees who work with Volunteers. In this training, Volunteers must be advised of their responsibility to follow all applicable University policies and procedures, including those that prohibit disclosure of confidential University information. While a training program may not be necessary for all Volunteer Programs (e.g. involving close supervision or simple tasks), training programs are always required for Volunteer Programs involving Human Services.
- F. If applicable, ensure Volunteers are only reimbursed for actual and necessary expenses incurred in the Volunteer Program. Sponsoring departments may give Volunteers engraved certificates, plaques, pins, or awards of a similar nature with a value that does not exceed seventy-five dollars (\$75) for each Volunteer per Texas Government Code Section 2109.004. Volunteers may not be otherwise compensated for their services.
- G. Review this URP and all policies and procedures applicable to the Volunteer Program with Volunteers and ensuring compliance with the policies and procedures.
- H. Request the activation and subsequent deactivation of any University ID card and any other access control (including key cards and physical keys) upon completion of Volunteer Program.
- I. Collect any University property in the possession of the Volunteer by the end of the last day of service.

J. Establish evaluation mechanisms and follow-up studies to ensure the effectiveness of Volunteer Programs involving Human Services. The evaluation mechanisms should include:

1. The performance of the Volunteers; and
2. The cooperation of employees with Volunteers.

III. TWU Volunteer Waiver of Liability and Release Form

- A. Prior to participation in a Volunteer Program, all Volunteers must sign a TWU Volunteer Program Waiver of Liability and Release Form. These forms will be maintained by the department sponsoring the Volunteer Program for a period of two (2) years following the end of a Volunteer's participation in the program.
- B. Volunteers who are under eighteen (18) years of age and are not Students may only volunteer with parental consent. Volunteer Programs involving minors must comply with URP 04.420: Minors on Campus, including the sponsoring department registering with Risk Management prior to initiating the Volunteer Program.

IV. Criminal Background Checks

- A. A Volunteer will be required to have a criminal background check in the following circumstances:
 1. If the Volunteer is a University Affiliate and will not be escorted at all times (URP 04.440: University Affiliate Criminal Background Checks), or
 2. If the Volunteer will have more than incidental contact with minors (URP 04.420: Minors on Campus).
- B. Volunteers, with the exception of those who are under eighteen (18) years of age, may only be issued University ID cards if they have successfully completed the appropriate criminal background check, and documentation is provided to ID Services from the department supervising the Volunteer. Volunteers who are under eighteen (18) years of age are not eligible for University ID cards.

V. Volunteer Expectations and Responsibilities

- A. Volunteers must complete the sponsoring department's training program, where required, prior to participation in any Volunteer Program.

- B. Volunteers must complete the required Volunteer Waiver of Liability and Release Form and, if applicable, a criminal background check.
- C. Volunteers may not drive University-owned vehicles in accordance with URP 04.520: Vehicle Operations Policy.
- D. Volunteers are prohibited from accessing physical areas on University property that are outside the scope of volunteer responsibilities, in accordance with URP 04.745: Physical and Environmental Protection.
- E. Volunteers are prohibited from accessing confidential or sensitive data and media (digital or physical) or TWU information technology resources (such as network storage) without proper authorization. For access to TWU information resources outside of TWU's Guest wireless network and other public resources, the Volunteer must also register as a University Affiliate in accordance with URP 04.705: Information Resource Personnel Security and URP 04.710: Information Security Access Control.
- F. Volunteers must remain in compliance with all University policies and procedures, and all applicable state and federal laws.
- G. All Volunteers serve at the pleasure and discretion of the University. Consequently, the University, in its sole discretion, may terminate a volunteer position at any time, for any reason, with or without cause, without notice or recourse.
- H. While serving as a Volunteer, the individual has no rights to benefits of employment with Texas Woman's University. Volunteers will not be compensated for their services.
- I. Volunteers are responsible for maintaining the confidentiality of all appropriate or privileged information to which they are exposed while serving as Volunteers.
- J. Volunteers are expected to conduct themselves in a professional manner.
- K. Foreign Nationals:
 - 1. International students that have valid F-1 or J-1 visas may participate as Volunteers as long as their participation is in compliance with the U.S. Department of Homeland Security and the U.S. Department of Labor's rules and regulations. Failure to comply with applicable law, or have the proper work authorization, can have adverse consequences on a student's visa status. Students are

responsible for ensuring their participation in a Volunteer Program is in compliance with applicable law.

VI. Prohibited Activities

- A. Volunteers cannot replace or be substituted for current TWU employees or perform work that would otherwise require payment of a wage. Volunteer services are generally limited to educational, humanitarian, charitable, or public service purposes and normally are rendered on a part-time and temporary basis.
- B. If a current employee wishes to volunteer their services to the University, the proposed volunteer service must be in a different occupational capacity from that in which the employee is employed. Employees may not volunteer to perform tasks that are consistent with their normal job duties.
- C. Employees are prohibited from volunteering their services for their direct supervisor.
- D. Employees are not permitted to use University equipment, vehicles, or other resources in carrying out volunteer assignments for other organizations, except as explicitly allowed by state or federal law or University policy. In the event of a local natural disaster, large-scale life-threatening emergency, or similar calamity, the Chancellor and President, or their designee, may make an exception to this policy in order to allow the use of University equipment, vehicles, and resources.
- E. Any exceptions to this policy will only be made in limited circumstances and must receive prior written approval from the Office of Human Resources.

VII. Scope

- A. Employees who, in their official capacity in the course and scope of their employment, participate in activities also staffed by Volunteers are not considered to be Volunteers subject to this policy.
- B. Some University events are considered work time for employees, even when colloquially referred to as “volunteering”, and are not covered by this policy. Examples include residence hall move-in days and commencement ceremonies. All employees must receive the approval in advance from their supervisor to provide assistance for these events. Exempt employees are not eligible for additional pay or overtime when working at these events, and will be compensated according to their normal rate of pay. If non-exempt

employees receive approval in advance from their supervisor to work these events, they must be paid overtime if their total work for the week is over forty (40) hours in a workweek. Refer to URP 05.405: Overtime and Compensatory Time for Staff.

- C. Individuals participating in research per URP 02.420: Human Subjects Research are also not considered to be Volunteers subject to this policy.

REVIEW

This policy will remain in effect and published until it is reviewed, updated, or archived. This policy is to be reviewed once every six years. Interim review may be required as a result of updates to federal and state law or regulations, Board of Regents policies, or internal processes or procedures.

REFERENCES

[URP 04.440: University Affiliate Criminal Background Checks](#)

[URP 04.420: Minors on Campus](#)

[URP 04.520: Vehicle Operations Policy](#)

[URP 02.420: Human Subjects Research](#)

[URP 05.405: Overtime and Compensatory Time for Staff](#)

[URP 04.745: Physical and Environmental Protection](#)

[URP 04.705: Information Resource Personnel Security](#)

[URP 04.710: Information Security Access Control](#)

[URP 01.310: Records Retention](#)

[Texas Government Code Chapter 2109. Volunteers](#)

FORMS AND TOOLS

[TWU Volunteer Waiver of Liability and Release Form](#)

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