



POLICIES

Effective Date: August 1, 2006

Interim Date: July 21, 2015

Revised: July 1, 2015

**Approved by: James E. K. Hildreth, Ph.D., M.D.
President and Chief Executive Officer**

Subject: Human Resources – Volunteers and Internship Programs

SCOPE: All Colleges, Divisions, and Schools

DEFINITIONS: *Volunteer:* Person volunteering time and services without any present or future expectation of payment of any kind. This is not an employment relationship and the volunteer is under no obligation to provide time, duties, or resources other than what he or she chooses to freely provide.

PURPOSE: To clearly establish parameters and differentiate between volunteerism and an employment relationship.

POLICY: Volunteering may only be allowed as a part of a formal, documented volunteer program, internship or role for which a need and desire has been established and approved by the department head.

Volunteers may not be allowed to substitute in any position for which there are full-time, paid, bargaining unit staff. The “Volunteer” classification may not be used in any way to circumvent the Recruitment and Selection procedures established for regular, paid staff members.

Volunteers participating in a formalized program such as an internship for college students may receive a stipend or other consideration (i.e., credit hours).