Volunteer Policy

HR REP MEETING
JUNE 18, 2012
PRESENTED BY DEL KING
Volunteer Definition

- Freely offers his or her services without any expectation of receiving pay.
- An individual who provides services for an entity that is not a department or division of Emory (e.g., philanthropic purposes - alumni association)
- An individual not currently and did not previously hold a position performing services that are the same as those for which he or she is volunteering.
- Does not displace a current Emory employee or a RIF Emory employee.
- Does not provide services that are substantially similar to those performed in a paid position.
- Volunteers are not covered by the Fair Labor Standards Act and are not considered employees of any purpose.
- Volunteers serve at the pleasure of the institution
- Volunteers are expected to abide by all Emory policies and procedures.
Volunteer Guidelines

- Volunteers must be at least sixteen (16) years old, or at least eighteen (18) years old to perform hazardous tasks.
- All individuals over the age of eighteen (18) must complete and sign a Volunteer Service Agreement & Release form.
- All individuals under the age of eighteen (18) must complete and submit a Parental Consent & Agreement form signed by his or her parent or guardian along with a Volunteer Service Agreement & Release form.
- A criminal background check may be required.
- Volunteer must understand and agree that he or she is not an employee and is not entitled to:
  - Wages
  - Benefits
  - Not eligible for workers compensation and unemployment benefits
- Current Emory employees may not volunteer in any capacity.
- An individual performing volunteer services may not displace a current employee.
Volunteer Guidelines cont’d

- Volunteers may not perform functions traditionally handled by an Emory employee.
- No volunteer shall be permitted into a department where a supervisory relationship would exist between two relatives.
Volunteer Activities

- An individual must be at least eighteen (18) years old to perform the following activities:
  - Laboratory work
  - Services involving any kind of travel
  - Services requiring access to confidential information
  - Services involving working with minors, patients, human research subjects
  - Advisory council participation
  - Serving as public speakers
Volunteer Activities cont’d

- Volunteers are prohibited from performing, and agrees to abstain from performing the following tasks:
  - Operating heavy equipment including vehicles
  - Working with stored energy (e.g. steam, electricity, hydraulics)
  - Entering into any contract on behalf of Emory
  - Working with infectious or potentially infectious agents, including human blood
Procedures

- Departments must prepare a written description of the service to be engaged.
- Confirm all appropriate forms are completed
- Determine the age to ensure eligibility to volunteer
- Complete a criminal background check, if required
- Complete all training required for the volunteer activity
- Check with Emory’s International Scholar and Student Services to confirm individual visa status and immigration law and rules.
- Forward copies of all completed forms to the Emory Office of Risk & Insurance Services and Human Resources.
QUESTIONS?
STUDENT INTERNS (UNPAID)

HR REP MEETING
JUNE 18, 2012
Internship Definition

- An unpaid position in which a student or graduate gains practical experience in a supervised setting to enhance his or her education, training and skills in a particular field.
- Primarily for the benefit of the intern and not Emory or the sponsoring department.
- Includes job-shadowing programs, which are designed to expose an individual to various career options through observation.
Internship Guidelines

- Establish specific eligibility and qualification requirements
- Intern must understand and agree that he or she is not an employee and is not entitled to:
  - Wages
  - Benefits
  - Not eligible for workers compensation and unemployment benefits
- Intern must agree that he or she is not entitled to a job or an offer of employment
- Criminal background screen may be required
- Intern may not displace a current employee or replace a past employee who served in a paid position.
Internship Guidelines cont’d

- Intern must follow all Emory policies and procedures
- No intern shall be permitted into a department where a supervisory relationship would exist between two relatives.
Verify the role of the intern in accordance with the policy.
Ensure the intern understands and agrees to the outlined role.
Closely supervise and instruct the intern to ensure that the educational mission of the internship is carried out.
Ensure that, if an offer of employment is made to an intern after an internship ends, the offer is consistent with Emory’s policies and procedures.
Reiterate that the primary purpose of an internship is to benefit the intern and not Emory.
Check with Emory’s International Student and Scholar Services that the internship activities are permitted.
Ensure the intern is trained appropriately.
QUESTIONS?