

## Roger Williams University

### Volunteer Policy

#### **Purpose:**

This policy is intended to establish the guidelines by which Roger Williams University, including Roger Williams University School of Law ("University"), permit individuals to volunteer their services to the University. This policy does not apply to currently enrolled University students or University employees.

#### **Definitions:**

Volunteer: An individual who freely and without pressure or coercion from the University offers a service or contributes knowledge and/or skills to the University without expectation of compensation in cash or in kind benefits and without expectation of future employment at the University.

Category One Volunteer: A Volunteer who has a significant or recurring presence on campus and/or has significant or recurring interaction with students. Examples of Category One Volunteers include athletic team volunteer coaches, club advisors, and family members of University employees who participate in study abroad trips in a chaperoning/supervisory capacity.

Category Two Volunteer: A Volunteer who has a limited presence on campus and/or limited interaction with students. Examples of Category Two Volunteers include Parents Association volunteers, student move-in day volunteers, and phonathon volunteers. Most volunteers whose services are limited to one day will be considered Category Two Volunteers.

*Please contact the Department of Human Resources or the Office of General Counsel if you have any questions regarding the appropriate categorization of a potential Volunteer.*

#### **Guidelines:**

The head of each department or his/her designee is responsible for managing Volunteers, identifying assignments for Volunteers, and developing lines of accountability and supervision for Volunteers.

Absent written permission from the Department of Human Resources, Volunteers must be eighteen (18) independent contractors of the University. Volunteers are not employees of the University, neither monetary or otherwise, from the University, nor will they be reimbursed for expenses incurred or have any expenses paid for by the University. Volunteers are not eligible for University fringe benefits, including but not limited to retirement benefits, health insurance, or workers' compensation.

Absent written permission from the University's Office of General Counsel, Volunteers may not perform the following activities at the University: (i) operate heavy equipment, (ii) operate University owned, rented, or leased motor vehicles (as governed by the University's Motor Vehicle Use Policy), (iii) operate University-owned watercraft; or (iv) handle hazardous substances.

Category One Volunteers:

Category One Volunteers must complete a Volunteer Questionnaire and Background Check Waiver before they are permitted to volunteer at the University. Please contact Human Resources for Background Check Waiver.

- Volunteer Questionnaire  
[http://www.rwu.edu/sites/default/files/downloads/hr/volunteer\\_questionnaire.pdf](http://www.rwu.edu/sites/default/files/downloads/hr/volunteer_questionnaire.pdf)
- Shine A Light Training

The Office of General Counsel will review each Volunteer Application to determine whether the proposed volunteer assignment is permissible under applicable laws and regulations. If approved by the Office of General Counsel, Category One Volunteers must sign a Volunteer & Waiver of Liability Agreement before they are permitted to volunteer at the University.

The Department of Human Resources will notify the applicable department head or his/her designee when the Category One Volunteer is cleared to begin volunteering at the University.

Category Two Volunteers:

Category Two Volunteers do not need to complete any forms and are not required to undergo a background check before volunteering their services at the University.

Adopted 9/1/2010 by the President's Cabinet  
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