25.1 POLICY:

It is the policy of The University of Texas at El Paso to allow individuals to volunteer without compensation in support of services provided by the University and to promote the University’s mission.

25.2 PURPOSE

The purpose of this policy is to enable the University to accept volunteers and define guidelines and standards that address the use of volunteers.

25.3 SCOPE

This policy applies to all University academic and non-academic units that utilize volunteers as defined in this policy.

25.4 DEFINITION

Volunteers are uncompensated individuals who perform services directly related to the business of the University. In performing these tasks, they support the mission of the University.

"Volunteer" does not include:

(1) members or former members of the U.T. System Board of Regents;

(2) students performing duties associated with their academic work, membership or participation in student organizations, or other University sanctioned activities;

(3) persons who participate as subjects in research and sponsored programs;
(4) persons who perform services for corporations, foundations, and similar organizations that have statutory or approved, written contractual relationships with the University, U.T. System, or the Board of Regents;

(5) persons who serve as unpaid faculty members and are separately contracted;

(6) students from other institutions of higher education who are participating as part of an officially sanctioned educational agreement, or individuals who are visiting fellows.

25.5 GUIDELINES AND PROCEDURES

25.5.1 Volunteer Relationship – No employer-employee relationship shall be deemed to exist between an individual serving as a volunteer and the University. There is no promise to pay or hire a volunteer for services rendered. Individuals serving as volunteers are not covered by worker’s compensation insurance, and are not eligible or entitled to receive benefits in return for their service to the University.

25.5.2 A volunteer is an uncompensated individual who performs services that augment the work of the faculty and staff and should never replace paid workers, displace paid workers, impair the employment prospects of paid workers, provide services in competition with paid workers, or perform work which would otherwise be performed by paid workers. As such, volunteer activities are expected to be part-time and intermittent. A volunteer may only perform a single element of an established position at the University. Services of volunteers should be considered non-essential and non-critical to the operations of the department. With the exception of Emeriti and Adjunct faculty, volunteers should not require special technical, research, or health care skills or abilities, may not participate in or perform in research or teaching roles, and may not provide clinical care.

25.5.3 The use of volunteers must be pre-approved in writing by the appropriate Department Chair and the Dean or Vice President using the “Request for Volunteer Services” form (located online under the Forms Library at https://www.utep.edu/vpba/forms-library/). Approved volunteer forms should be retained by the department administrator for at least two (2) years. The Request for use of Volunteer Services must include:

(1) A description of the services to be performed;
(2) The department, function, or activity the volunteer will be serving under;
(3) The length of the volunteer services; and
(4) The University employee responsible for oversight and supervision of the volunteer.
25.5.4 Volunteers may not be assigned hazardous duties or duties that require strenuous activities, such as heavy lifting.

25.5.5 All volunteers are subject to criminal background checks. Individuals who receive an unacceptable background check, who have previously been dismissed from employment at the University, or who were not hired as a result of a background security check, are not eligible for volunteer service.

25.5.6 Volunteers performing services for the University must complete and sign a “Release and Indemnification” form for Volunteers (located online at the Forms Library under Accounts Payable forms at https://www.utep.edu/vpba/forms-library/). The department administrator must keep the forms on file for at least two (2) years.

25.5.7 Volunteers will not be issued University ID cards, keys, or electronic access.

25.5.8 Volunteers will be required to maintain their own personal medical, automobile liability, and/or other insurance necessary for the performance of services at the University.

25.5.9 If a current University employee wishes to volunteer his or her services to UTEP for civic, humanitarian, or charitable reasons, the proposed volunteer service must be in a different occupational capacity from that in which the employee is employed. Additionally, University employees are prohibited from volunteering their services for the same department administrator who employs them.

25.5.10 Recovery of Property Upon Completion of Volunteer Service – At the time of separation, it is the department administrator’s responsibility to recover any property issued to the volunteer.

25.5.11 If the volunteer is under the age of 18, a parent or guardian must complete and sign the “Release and Indemnification” form for minors and “Authorization for Emergency Medical Treatment” form for minors (located online at the Forms Library under Office/Misc. forms at https://www.utep.edu/vpba/forms-library/).

25.6 DISMISSAL

All volunteers serve at the discretion of the University. The University may at any time, and in its sole discretion, terminate a volunteer's service at the University.