



VOLUNTEER POLICY

A department should not rely on volunteers to perform duties that are typically performed by permanent employees - other than on a short-term basis. Volunteers should supplement the work done by employees, not replace the need for paid staff.

Volunteer Agreement

To avoid any confusion about the terms of the relationship, the department should complete the Volunteer Agreement with the volunteer spelling out the begin date, end date (if any), time commitment, responsibilities, whom to contact with questions and information about insurance coverage. Forward the original signed agreement to Human Resources. As stated in the Volunteer Agreement, if the volunteer will be serving in a "Position of Trust," a volunteer application and criminal background check is required.

Insurance Issues

Liability protection is provided to all officers, employees and agents of the University under Wisconsin Statute, Section 895.46(1). Volunteers acting under the direction and control of the University and for its benefit are considered agents of the University and thus covered. This statute authorizes the State to pay claims based on the negligent acts of employees or agents or to defend employees or agents against allegations of negligence, which may have caused injury or property damage to others provided the employee or agent was acting within the scope of their responsibilities as volunteers to the University. It is important that volunteers acknowledge mistakes that could lead to potential liability claims and that such incidents are reported promptly by the department to the UW-Green Bay Risk Manager.

University Vehicle Use

Volunteers wishing to drive on University business must complete the UW-Green Bay driver authorization process. Volunteers wishing to ride in a University fleet vehicle or rental vehicle on University business should contact the UW-Green Bay Risk Manager.

Questions

Please contact Human Resources at hr@uwgb.edu or 920-465-2390 with any questions.