

The following policy was determined during a meeting held on 03 April 2002 on the St. Petersburg campus of the University of South Florida.

Attendees included Tennyson Wright, Vice Provost; Dean Milliken, Associate Director of FIO; Sandra Vargo, Assistant Director of FIO; Rob Walker, FIO; Sandra Conway, Acting Director Human Resources; Clifford Knox, Coordinator of Environmental Health and Safety; Elnora Nobles, Program Assistant Environmental Health and Safety; Meica Elridge, Program Assistant Environmental Health and Safety; Brian Mockler, Director of Student Health Services; Pamela Muller, Professor College of Marine Science; James Garey, Associate Professor Biology and William Dent, Diving Safety Officer

These issues were originally brought forth when some questions were raised pertaining to who will the University cover under their Workers Compensation Policy. More specifically, will the University cover both faculty and students as long as they are on an approved Research Diving project?

Please read the following:

### Volunteers

A volunteer is any person who provides goods or services to the University with no monetary or material compensation. Employees/students performing services/duties within the scope of their regularly assigned duties/coursework are not volunteers.

The Volunteer form will be revised to indicate that a copy of the application and appointment form needs to be sent to Environmental Health and Safety.

### Volunteer Procedure

Once a volunteer is identified and selected:

- Volunteer is to complete the "Volunteer Application" form and sign the certification statement at the bottom of the Application.
- The hiring department/division must sign/approve the "Volunteer Appointment" form. Attached to the Appointment of Volunteer form must be a list of duties that will be performed by the volunteer. The attachment of duties may also include dates and times of volunteer work as well. The volunteer must sign and date the Appointment of Volunteer after reading all documents.
- The original Application for Volunteer Services and Appointment of Volunteer with attachment of duties are kept by the department/division that is gaining those volunteered services. Copies of these documents are sent to Environmental Health/Safety, % Workers Comp, CRS 104.

## Students

Students may be volunteers in events/activities provided that the students are not performing duties/research that are part of their assigned coursework.

Departments should make a reasonable effort in determining if a student has health insurance prior to selecting that student as a volunteer for any activity that would normally be considered a "high risk activity" (e.g., diving).