



## Minnesota State Colleges and Universities System Procedures Chapter 4 – Human Resources

### 4.0.1 Use of Volunteers Procedure

**Part 1. Purpose.** Individuals who volunteer their time and expertise to our colleges and universities provide an important service and help our colleges and universities further their missions of teaching, research, and public service. In turn, volunteers gain valuable experiences and a sense of personal satisfaction.

These procedures are intended to help promote a productive, safe, and mutually beneficial environment for college, university, or system volunteers by setting appropriate expectations and clarifying roles and responsibilities for both the volunteers and their sponsoring departments or programs.

Volunteers perform supplemental tasks that generally would not be completed without volunteer assistance. Volunteers are not to be used to eliminate the need for, or take the place of, paid staff.

**Part 2. Applicability.** This procedure applies to individuals who:

- a. volunteer their services directly to the college, university, or system office, whether on an ad hoc basis or through a formal volunteer program, including spouses or partners of the chancellor or presidents performing ceremonial roles or otherwise engaged in a volunteer capacity on behalf of the system, college, or university;
- b. provide services under the supervision of the college, university, or system office; and
- c. receive no compensation for such services.

Volunteers may not be used in full-time, long-term assignments. Volunteer activities are expected to be part-time, sporadic, or of limited duration.

**Part 3. Requirements for volunteers.** The following requirements apply to volunteers.

**Subpart A. Compliance with policies.** Volunteers must comply with applicable college, university, and System policies and procedures pertaining to computers or other electronic resources, key issuance, and other policies or procedures related to their volunteer assignment.

**Subpart B. Background checks.** Before performing any activities for which background checks are required, a volunteer must submit to, and satisfactorily clear, the appropriate background check. Activities for which background checks are required include, but are not limited to, access to residence halls and providing psychotherapist services under Minnesota Statutes §148A.

**Subpart C. Access to protected data.** Volunteers generally shall not be given access to protected student, personnel, or other data. Limited access may be granted if the information is

necessary to the volunteer function, the volunteer has been instructed on the requirements of the law and protecting the data, and the volunteer has signed a confidentiality form.

**Subpart D. Volunteer coaches.** A person serving as a volunteer coach must sign a volunteer coaching release of liability form prior to performing such duties.

**Part 4. Other restrictions and conditions.**

**Subpart A. Injuries.** Volunteers are not eligible for workers' compensation for injuries incurred while performing volunteer duties. If injuries occur while performing volunteer duties, the volunteer should contact the individual at the campus who is responsible for processing tort claims. The college, university, or system office may not agree to cover an injured person's costs except as provided under this procedure.

**Subpart B. Employee benefits.** Volunteers are not eligible for compensation or for staff development training and benefits, sick leave, health insurance, retirement, or other employee benefits.

**Subpart C. Travel and expenses.**

1. Expenses. Colleges, universities, or the system office may choose to reimburse a volunteer for transportation, meals, and incidental expenses incurred while providing volunteer services. Volunteers must receive prior authorization for the expense and must submit required documentation of eligible expenses in accordance with applicable policies and procedures.
2. Use of state vehicle. In accordance with System Procedure 5.19.3 (Travel Management), volunteers are not allowed to drive state vehicles or state rental vehicles. Volunteers may ride in a state vehicle, in accordance with System Procedure 5.19.3, if on official business for the college, university, or system office, and the travel has received prior authorization from the appropriate supervisor.

**Subpart D. Liability and indemnification.** A volunteer who acts in good faith, within the scope of the volunteer assignment, may be covered under the state tort claims act, Minnesota Statutes §3.736. State law provides for legal representation and indemnification for eligible persons involved in authorized activities.

**Part 5. Additional policies and procedures.** A college, university, or system office may establish additional policies and procedures consistent with this procedure, including, but not limited to, use of applications or other forms for volunteers serving in specified capacities.

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*Date of Implementation:* 09/18/06,

*Date of Adoption:* 09/01/06,

*Date and Subject of Revision:*

1/25/12 - The Chancellor amends all current system procedures effective February 15, 2012, to change the term "Office of the Chancellor" to "system office" or similar term reflecting the grammatical context of the sentence.