

**Florida A & M University  
Office of Human Resources**

**HR OPERATING POLICY-PROCEDURE**

**Procedure No. HR-1010**

<b>Subject: Volunteers</b>	
<b>Authority:</b> Florida Statutes Title X, 110.501; FAMU Regulation 10.131; 10.105	<b>Effective Date:</b> 05/27/07
<b>Related References</b>	
<b>Revisions</b>	3/2017
<b>Purpose</b>	To establish procedures for Volunteers in accordance with FAMU regulations.

**I. General Information**

- A. These procedures are designed to specify methods and responsibilities involved with using the services of volunteers to assist in programs administered by Florida A & M University. The recruitment, screening and employment of volunteer workers shall be performed in accordance with FAMU regulations 10.105; 10.131, 2,b. and FS Title X, 110.501. An individual may not be a volunteer when the volunteer hours involve the same type service which the individual is employed to perform. (An employee may not volunteer to do what they are otherwise paid for). If the service is required for course work at FAMU, the person is considered a student not a volunteer.

**II. Procedures**

- A. Each department appointing authority using the services of volunteers shall:
1. Identify and record the type of duties and responsibilities of the volunteer services to be rendered.
  2. Complete the application for [Volunteer Appointment](#) form found on the Human Resources Form Index website. A copy of the application must be sent to Human Resources. These forms are required for the purpose of documenting volunteer services. The application for Volunteer Appointment is maintained in the department's records for two years.
  3. Take such actions as are necessary to ensure that volunteers understand their duties and responsibilities and include a discussion of safety and accident reporting procedures of Florida A & M University.
  4. Departments not following these procedures in regards to background checks and other state requirement would be in violation of University Regulation 10.131, 2,b.and Florida Statutes Title X, 110.501 regarding volunteers and determined to be in non-compliance.
- B. The length of volunteer service should be mutually agreed upon by the supervisor and volunteer. There is no limit on the length of the volunteer service provided the supervisor is satisfied with the volunteer's work.

- C. The supervising department is responsible for development of meaningful opportunities for volunteers involved in programs administered by FAMU rendered. (see below for guidance)

### **III. Recordkeeping Requirements**

- A. When a volunteer worker terminates, his/her records are to be retained in the department for three years and are to be destroyed in accordance with the department's record retention schedule for such files. These are the only records of the worker's service and may be needed if other potential supervisors wish to confirm the experience or obtain a recommendation or evaluation of the volunteer's services.
- B. "Volunteering" must meet a very specific definition (i.e. may not displace someone who would ordinarily be paid to do the same job). Working without compensation while awaiting a work permit does not meet the definition. Not only would it be a violation of immigration regulations (because the non-immigrant would be "employed" without authorization). But it would be a violation of Department of Labor regulations (because persons cannot be "employed" without compensation).