



PROCEDURE

Volunteer Assistants

Procedure Administrator: Associate Vice President for Human Resources

Authority: N.J.S.A. 18A:64-8

Effective Date: April 14, 1975; September 22, 2010; October 6, 2022

Index Cross-References:

Procedure File Number: 6107

Approved By: Dr. Harvey Kesselman President

I. PURPOSE:

To describe the procedure to appoint volunteers to assist with the performance of University-related tasks or functions.

II. BACKGROUND

- A. Stockton University may accept volunteer assistance from qualified persons to perform University related tasks, projects, and activities.
- B. Utilization of volunteers by the University will not be cause for the reduction in status or termination of any employee of the appointing unit.
- C. Volunteers who wish to apply for a position with the University for any part-time, full-time, or temporary position, must do so through the University's applicant tracking system managed by the Office of Human Resources (OHR). Consideration will not be given to applications submitted by other means.

III. PROCEDURE:

- A. Volunteers will be selected by the applicable unit supervisor/manager.
- B. The unit supervisor/manager must complete the Volunteer Request Form located on OHR webpage and submit it to OHR for review and approval. Volunteers must provide proof of Covid-19 vaccination to the OHR prior to their start date. In addition, prior to any volunteer assuming any tasks for the University, a Protection of Minors background check must be completed as well as acknowledgement of relevant onboarding forms.
- C. Unit supervisors/managers shall be responsible for advising volunteers of applicable University policies and procedures and for supervising their respective area and activities.
- D. Volunteers are not entitled to any of the rights, privileges or employee benefits associated with part-time, full-time, or temporary employment at the University.

- E. Dismissal of volunteers can be made by the unit supervisor/manager at any time without cause upon notification to the volunteer and the Office of Human Resources.

Review History:

	Date
Procedure Administrator	08/01/2022
Divisional Executive	08/24/2022
General Counsel	09/19/2022
Cabinet	10/05/2022
President	10/06/2022