

STOCKTON UNIVERSITY



PROCEDURE

Volunteer Workers

Procedure Administrator: Director of Human Resources

Authority:

Effective Date: April 14, 1975; September 22, 2010

Index Cross-References:

Procedure File Number: 6107

Approved By: Dr. Herman J. Saatkamp, Jr., President

I. PURPOSE:

To describe the procedure for obtaining volunteer-workers to assist in performing University-related tasks or functions.

II. BACKGROUND

- A. Volunteer assistance in performing University related tasks, projects, and activities will be accepted from qualified persons by Stockton University.
- B. Volunteer assistants are not considered as employees of the University and are not eligible for employee benefits. Utilization of volunteer workers by the University will not be a cause for the reduction in status or termination of any employee of the respective unit.
- C. Volunteer workers who might wish to become employees of the University for any part-time, full-time, or temporary positions, must apply through the Office of Human Resources and be considered along with other qualified applicants.

III. PROCEDURE:

- A. Selection of candidates as volunteer assistants at Stockton University will be made by a unit supervisor.
- B. The volunteer must agree to abide by all State and Federal laws as well as all University policies, including Responsible Use of Electronic Communications Policy, Workplace Violence Policy and Policy Prohibiting Discrimination in the Workplace.
- C. Supervisors shall be responsible for advising volunteer assistants of applicable University policies and for supervision of their activities.

- D. Volunteer assistants are not entitled to any of the rights, privileges or employee benefits associated with either part-time, full-time or temporary employment at the University.
- E. Termination of volunteer services can be made by the unit supervisor without any showing of cause.

Approval History:

	Date
President	09/22/10