



The Florida State University

Coastal and Marine Laboratory

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FLORIDA STATE UNIVERSITY - VOLUNTEER POLICY

Copied from FSU General Policies - <https://policies.vpfa.fsu.edu/policies-and-procedures/faculty-staff/general>. Revised 08/12/2014

OVERVIEW

Florida State University complies with Florida Statutes Chapter 110.501-05, by providing a receptive climate for citizen volunteers. The departmental appointing authority is responsible for development of meaningful opportunities for volunteers involved in programs administered by Florida State University. The appointing authority must complete the "Record of Volunteer Service" form prior to volunteer services being rendered. (see below for guidance)

SPECIFIC AUTHORITY

Florida Statute Chapters 110.501 and 768.28

FSU General Employment Policies

State Workers' Compensation Guidelines

Fair Labor Standards Act 216

OBJECTIVE

To specify methods and responsibilities involved in utilizing the services of volunteers to assist in programs administered by Florida State University.

A. EMPLOYMENT OF VOLUNTEERS

The recruitment, screening, and employment of volunteer workers shall be performed in accordance with the general provisions of the University General Employment Policy.

An individual may not be a volunteer when the volunteer hours involve the same type service which the individual is employed to perform for the same agency. (An employee may not volunteer to do what they are otherwise paid for.)

If the service is required for course work at FSU, the person is considered a student and not a volunteer. Students are not covered by worker's compensation and are not required to complete the "Record of Volunteer Service" form.

"Volunteering" must meet a very specific definition (i.e. may not displace someone who would ordinarily be paid to do the same job).

After the J-1 research scholar status expires, an employee must be terminated unless the H-1B has been approved by the INS and the employee has evidence of that approval with which to successfully re-verify employment authorization for the expired I-9.

However, a J-1 researcher may stay in the U.S. legally while the change of status to H-1B is pending, even if the waiting period goes beyond the 30-day grace period after the expiration of the IAP-66.

1. Identify and record the type of duties and responsibilities of the volunteer services to be rendered.

B. UTILIZATION OF VOLUNTEERS

Each departmental appointing authority utilizing the services of volunteers shall

1. Identify and record the type of duties & responsibilities of the volunteer services to be rendered.

2. Complete the "Record of Volunteer Service" form found at the Human Resources Form Index website under the "Hiring and Compensation, Attendance, and Leave" section. These forms are required for the purpose of documenting FSU's volunteer services and serves as supporting documentation in Workers Compensation claims. The "Record of Volunteer Service" is to be 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 State University.

4. Provide for recognition of volunteers who have offered continuous and outstanding services to state administered programs.

C. CONFIDENTIALITY OF RECORDS

Volunteers who have access to documents or systems containing confidential records must be made aware of the expectation for maintaining such confidentiality. If this is applicable, they must sign a statement of confidentiality.

D. VOLUNTEER BENEFITS

1. Workers' Compensation (see *Reporting Workplace Accidents* here: https://hr.fsu.edu/?page=eoc/wcp/wcp_home
 - a. Volunteers shall be covered by State liability protection in accordance with the provisions of Section 768.28, Florida Statutes. Volunteers should be provided a copy of the standard Workers' Compensation guidelines as found in the USPS/A&P or Faculty new employee packet. The volunteer must sign a statement of receipt that is retained in the department files.
 - b. NOTE: If the service is required for course work at FSU, the person is considered a student and not a volunteer. Students are not covered by worker's compensation.
 - c. b. Upon notification of a job-connected injury sustained by a volunteer, adhere to the reporting requirements for Workers' Compensation. (See Environmental Health and Safety Operating Procedures)
2. Meals, lodging and transportation - Reimbursement may be furnished when in accordance with all referenced Florida Statutes and approved by the respective departmental policy.
3. Mail, Internet and Campus Directory - The department with which the volunteer is associated determines appropriateness for receiving mail, inclusion in the campus directory or Internet directory in accordance with its internal policy. Volunteers may receive these services by completing an "Inclusion of Non-FSU Employee in Directory/Web" form.

If the volunteer requires library privileges, a courtesy appointment is required and must be accomplished through the Personnel Action form or the Faculty Change Order/Termination form and appropriate signatures.

4. Volunteers may be provided with "nominal" fees from a public agency, however, the fee may not substitute for compensation and may not be tied to productivity. As a general rule, actions that create an employer-employee relationship should be avoided.