UNIVERSITY OF CENTRAL OKLAHOMA

Policy ID:	ADM-LEG-12 Minor Revision 4 Status: C
Title:	Volunteer Employee Policy
Description:	Definition of and responsibilities regarding employee volunteerism.
Category:	Legal Services
Applies to:	Staff,Faculty,Student
Contact:	Legal Services
Purpose:	It is recognized that certain individuals may desire to participate as volunteers at the University of Central Oklahoma. A volunteer employee is an individual who performs work or provides services without compensation. These individuals are not considered employees of the University of Central Oklahoma. All volunteers are expected to follow the policies and procedures of the University and the labor laws of the State of Oklahoma.

Policy Statement:

Volunteer Oath

In consideration of being permitted to participate in University activities as a volunteer, I hereby, for myself, my heirs, and personal representatives assume any and all risks which might be associated with the event and I further waive, release, discharge and covenant not to sue the University of Central Oklahoma, the Board of Regents of Oklahoma Colleges, or their employees and officers for any injuries or damages of any kind whatsoever suffered as a result of taking part in any activity associated with or in the course of being a volunteer.

Each volunteer employee must have the necessary supervision to safely carry out the volunteer work.

1. All volunteers must fill out a Volunteer Employee Form.
2. The Volunteer Employee Form must be completed with appropriate approvals prior to the performance of volunteer duties.
3. The minimum age for volunteer employees is age 13.
4. Any volunteer between the ages of 13–18 must provide a copy of their Work Permit.
5. Any changes in volunteer services must be approved by the Executive Vice President for Administration and Human Resources.

Glossary of Terms:	
Legal Citation:	
Campus Links:	Volunteer Employee Form
FAQs:	
Formerly known as:	
Approved on:	12/01/2005
Effective date:	12/01/2005
Keyword(s):	volunteer
Last review date:	09/02/2011
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