Volunteers who provide supplemental services to West Chester University are an integral part of the University’s operation. These individuals may be regular University employees who provide volunteer services outside their normal employment functions or they may be non-University employees. In both cases, volunteers enhance the University’s services through their particular skills and contributions. The following policy and procedures are designed to offer reasonable liability protection for both the volunteers and West Chester University.

1. In recognition of the collective bargaining environment in which the University operates, volunteers cannot be used in a fashion that would displace existing bargaining unit members.
2. Volunteers cannot be assigned hazardous duties or work in hazardous areas.
3. Volunteers cannot drive University vehicles (or vehicles leased by the University) and cannot transport employees, students, or guests of the University in their own personal vehicles.
4. For volunteers assigned to work with pre-school and school age children (K through 12), Act-34 documentation is required.
5. Before a volunteer can be used, the attached authorization must be completed and approved by the Associate Vice President for Human Resources and the President or Vice President in whose area the volunteer will work.
6. For existing volunteers, authorization forms must be approved by March 31, 2005.
7. The authorization must be renewed at least annually, even for a volunteer providing continuous service.
8. It is also strongly recommended that a letter of appointment, which outlines specific responsibilities, expectations, and limitations, be provided to each volunteer prior to his or her appointment.
9. Either party can terminate the volunteer relationship by providing 30-days written notice to the other party.
10. Copies of the volunteer records, including the termination of a volunteer relationship, are to be forwarded to the Human Resources Department, where they will be retained for six years after the volunteer services are completed.
11. All provisions in PASSHE Policy 1991-04-A: Volunteerism, as amended May 14, 1998 (attached), are incorporated into West Chester University’s Policy & Procedures for Utilizing Volunteers.

Effective 3/9/2005