

The University of South Florida (“University” or “USF”) encourages community members and students to donate their time and expertise as volunteers with the University. Departments and divisions are also encouraged to explore all avenues of community involvement through the use of volunteers, in accordance with these Guidelines and subject to the limitations detailed below.

Definition of “Volunteer”

For the purposes of these Guidelines, the term “volunteer” is defined as an individual who performs hours of service for the University for civic, charitable, or humanitarian reasons, without promise, expectation, or receipt of compensation for the services rendered.

Restrictions on Use of Volunteers

- An employee may not volunteer to perform the same types of duties that the individual is otherwise employed to perform.
- Volunteer service may not displace a paid position.

Applicability of State Law

Volunteers are not subject to any provisions of law relating to state or public employment, to any collective bargaining agreement, or to any laws relating to hours of work, rates of compensation, leave time, or benefits, except as provided below.

Volunteers are covered by Workers' Compensation and state liability protection in accordance with the definition of a volunteer and the provisions of Section 768.28, Florida Statutes. Volunteers are not entitled to replacement of lost wages under Workers' Compensation for their University volunteer services, because they receive no wages. Volunteers acting in the course and scope of their duties are also covered by Florida's Volunteer Protection Act, Section 768.1355, Florida Statutes, provided they behave as a reasonably prudent person would under the circumstances and they do not willfully or wantonly cause any personal injury or property damage. Volunteers are considered unpaid independent workers and are not entitled to unemployment compensation.

Department and Volunteer Responsibilities

The supervisor has delegated authority for the selection, appropriate use, and termination of volunteers. The anticipated duration of volunteer services should be mutually agreed upon by the supervisor and volunteer.

The supervisor is required to have the selected volunteer complete both a Volunteer Service Application form and a Volunteer Appointment form. These completed forms must be returned to the Division of Human Resources, SVC2172, for review and approval prior to the start of the volunteer services. The department for which the volunteer services are performed must also retain copies of the completed forms.

The supervisor must provide each volunteer a written description of the duties and responsibilities of the volunteer position. The supervisor is also responsible for informing volunteers of their rights and benefits as stated herein, as well as advising volunteers that they are expected to comply with University policies and procedures, including but not limited to those relating to safety.

Volunteers are required to complete and submit time sheets to be provided by the University and verified by the Volunteer's supervisor, indicating the dates and times of volunteer services rendered for the University, and are further required to comply with all applicable rules and regulations of the University.

Volunteers with valid driver's licenses may use state vehicles when performing University duties as determined by the supervisor and in accordance with University procedures. A commercial driver's license and a substance abuse test are required by federal law when operating a vehicle transporting 16 or more passengers, transporting

hazardous materials, or utilizing equipment with a gross weight of 26,001 or more pounds.

Based on the nature of their work, some volunteers will be subject to a background check. To determine if a background check is required, contact the Division of Human Resources.

Volunteer Benefits

Volunteers may purchase a courtesy USF ID card. The courtesy identification card entitles the volunteer to enjoy the University libraries and recreational facilities. Volunteers must have a U# in order to obtain a USF ID card. To obtain a U# for volunteers, the department must submit a request to IT-Security@usf.edu for approval as a Sponsor. Once approved, volunteers will be given a U# from IT-Security@usf.edu and will be able to go to the USF Card Center. The department must notify the USF Card Center of the end date of the voluntary services to inactivate the volunteer's card.

Volunteers are eligible for reimbursement of valid and approved travel expenses when travel is made for University business purposes.

Termination of Volunteer Services

Volunteer services may be terminated at any time, either at the request of the volunteer or at the discretion of the University. Volunteer appointments and opportunities will all expire on 12/31 of the year posted. In order to remain active the department will need to resubmit all documentation to DHR for approval, and the volunteer will need to resubmit necessary documentation for continuation of appointment on expiration.

Recordkeeping Requirements

When a volunteer's service terminates, the volunteer's records, including but not limited to time sheets and applicable volunteer forms, are to be retained in the department for four years and are to be destroyed in accordance with the department's record retention schedule for such files. These are the only records of the volunteer's service and may be needed if other potential supervisors wish to confirm the experience or obtain a recommendation or evaluation of the volunteer's services. Such records may also be required to support a Workers' Compensation claim.