

## Procedure

UW Parkside

### Volunteer/Position of Trust

**The following procedures are guidelines to hiring Volunteers. Any exceptions to the process should be discussed with Human Resources prior to implementation.**

#### **Revised Policy as of 2/17/22**

UW System Policy 20-19 Criminal Background Check states: "*Employees and volunteers holding a position of trust with access to vulnerable populations shall be subject to a criminal background check every four years and shall be required to self-disclose certain criminal offenses.*"

*"Position of trust" is defined as a paid or volunteer position with one or more of the following responsibilities:*

*Accesses to vulnerable populations – Responsibilities require unsupervised or significant access to vulnerable populations, defined as minors and medical patients. For purposes of this policy, a minor is a person under the age of eighteen (18) who is not enrolled or accepted for enrollment at a UW System institution. Examples of settings with vulnerable populations include childcare centers, summer camps for minors, pre-college or enrichment programs, and health care facilities. This category also includes employees who are not directly working in those units but have unsupervised access to the unit when the vulnerable population is present. This category does not include faculty or instructional academic staff performing regular teaching, service, and research responsibilities unless these responsibilities include unsupervised or significant access to vulnerable populations.*

To this end, those of you who have been identified, by your supervisor, as an individual holding a Position of Trust with Access to Vulnerable Populations (POTVP) will receive an email from HireRight.

Supervisors, if you have an employee who has been incorrectly classified as an individual holding a POTVP, based on the description provided above, please send an email to [hr@uwp.edu](mailto:hr@uwp.edu) instructing HR to remove the individual from the list.

Volunteers complement the skill and expertise of employees, assist schools in providing enriching additional learning experiences and extracurricular programs, and strengthens lines of communication among the university, home and community.

Involvement of volunteers is encouraged in activities for which the volunteer is qualified, which benefit the university, and which do not interfere with employees performing their regular duties

or result in the displacement of an employee. The delivery of an effective volunteer program requires a harmonious relationship between university staff and volunteers.

With relationships of more than 100 local agencies and organizations, our volunteer program will help you find an activity that fits both your interests and your schedule. We have two categories of volunteer experiences. One is for one-time, special events like a fundraiser or sporting event. The other is for regular or ongoing volunteer experiences.

It is our goal to provide a safe, secure, and caring environment. Therefore, appropriate safeguards respecting the selection, role, and supervision of volunteers must support the use of volunteers.

### **Definition**

A volunteer is an individual who accepts a commitment to assist the university without expectation of compensation. Who is a Volunteer? A volunteer is a person willing to take time to share wisdom and experience with those on the threshold of the future. A volunteer helps to expand and enrich the students' learning experiences by working under the direction of professors or university staff. A university volunteer usually meets all of the following criteria: The individual will provide a service to the university.

1. The individual will NOT be compensated by UW Parkside.
2. The individual will be providing volunteer service for more than one day at any one site (except for chaperones).
3. The individual may have access to students while performing the service.

### **The Role of Volunteers**

- Volunteers should function in a supportive role which is compatible with the philosophy of the University and should not undertake tasks that require making programmatic or educational decisions.
- Volunteers must not be used to provide services that would result in the displacement of any employee.
- Volunteers must not be assigned tasks, which would violate the privacy of students or their families, or be permitted access to student records.

### **Screening, Selection, and Management of Volunteers**

- Volunteers are selected on the basis of an ability to deal with students, skills in performing needed services, previous related experience, interest in the work, and personal character.
- In order to reinforce a sense of community, volunteers are encouraged from within the community at large, and efforts should be made to involve a wide representation of the community.
- The volunteer supervisor must ensure that the screening of potential volunteers includes a UW-Parkside Volunteer Screening Fact Sheet. The need for an interview to determine

the appropriateness of the volunteer candidate will depend on the nature of the activity and the extent of supervision undertaken by the potential volunteer.

- As part of the screening process every volunteer will be required to submit to successfully pass a Criminal Background Check (CBC).
- It must be recognized that some applicants will not be suitable for volunteer work in a school setting. All information collected in the screening process should be officially documented and treated as confidential.
- A volunteer's services may be terminated at the discretion of the Administrator.

## **Process**

Once a Volunteer has been identified by a department, the department will notify Human Resources to get the process started.

Steps for registering volunteers:

1. The volunteer will complete a Volunteer Data Form [Person of Interest/Volunteer Form](#).
2. Once the volunteer completes the Person of Interest/Volunteer Form, the volunteer will receive an email from HireRight with instructions to follow for the Criminal Background Check (CBC). Please note: The volunteer may not begin until the CBC clears.
3. Once the CBC clears, HR will email the department head a template of the Volunteer letter.
4. The letter will include the following:
  - a. Period of the contract
  - b. Department they will be supporting
  - c. List of duties they will responsible for
  - d. Who they will be reporting to
5. Once the letter is completed, the volunteer supervisor will forward it to HR and to Risk Management and Safety for review and approval.
6. Once approved, the volunteer supervisor will email the letter to the volunteer.
7. The volunteer will sign the agreement, compliance acknowledgement and confidentiality statement.
8. The agreement, compliance acknowledgement and confidentiality statement are forwarded to Human Resources via email at [hr@uwp.edu](mailto:hr@uwp.edu) and filed.
9. The HR Assistant/Recruiter will setup SOLAR. If the HR Assistant/Recruiter is not available, Staffing and Recruitment Coordinator will be the backup.

## **Confidentiality**

Volunteers must maintain strict confidentiality concerning information they learn about students or faculty. Keep information about students between yourself and the supervisor. A misplaced comment can be devastating to a student, the family, and the volunteer program. If you have questions or concerns, talk with the volunteer supervisor or Volunteer Coordinator.

## **Conduct of Volunteers**

- Volunteers shall not be under the influence of or in possession of illicit drugs or alcohol, shall maintain confidentiality of students and of school matters, and shall comply with all relevant and applicable legislation and university policies.
- Complaints about volunteers should be handled by the immediate Supervisor or designee responsible for volunteers.

## **Volunteer letter and fact sheet**

The letter must include the terms of the volunteer agreement (i.e. begin date, end date and if any, time commitment, responsibilities, who to contact with questions and the insurance paragraph.

**NOTE: The Volunteer Fact Sheet must be attached to the letter. Please use your departmental letterhead.**