

POLICY CONCEPT FORM

Name and UO Title/Affiliation:	Kassy Fisher, Asst VP for Admin and COS, Finance & Administration
Policy Title & Policy :	Volunteer Recognition
Submitted on Behalf Of:	Jamie Moffitt, VPFA & CFO
Responsible Executive Officer:	Vice President for Finance and Administration
Current Policy # (if applicable):	UO POLICY 03.99.01

SELECT ONE: New Policy Revision Repeal

Click the box to select

HAS THE OFFICE OF GENERAL COUNSEL REVIEWED THIS CONCEPT: Yes No

If yes, which attorney(s): Missy Matella, May 2017

GENERAL SUBJECT MATTER

Include the policy name and number of any existing policies associated with this concept.

UO Policy 03.99.01, Volunteer Recognition, created in 1985, outlines procedures for how volunteers are to be advised of their role, when they are eligible for an ID card and are to receive a letter of appreciation; it also includes a letter of appreciation template.

(Link: <http://policies.uoregon.edu/policy/by/1/0399-general/volunteer-recognition>)

RELATED STATUTES, REGULATIONS, POLICIES, ETC.

List known statutes, regulations, policies (including unit level policies), or similar related to or impacted by the concept. Include hyperlinks where possible, excerpts when practical (e.g. a short statute), or attachments if necessary. Examples: statute that negates the need for or requires updates to an existing policy; unit level policy(ies) proposed for University-wide enactment; or existing policies used in a new, merged and updated policy.

Volunteer definition, forms and information: <https://safety.uoregon.edu/volunteers>

STATEMENT OF NEED

What does this concept accomplish and why is it necessary?

We recommend repealing this policy for two reasons:

- (1) The provision of guidelines for recognizing volunteers does not meet the definition of a university level policy.
- (2) Apart from the definition of a volunteer, the content is procedural. Furthermore, the procedures themselves do not reflect current practice. Alone, defining the term “volunteer” does not meet the definition of a university level policy.

A current definition and current practice pertaining to volunteers (e.g., the requirement that all volunteers are to complete a Volunteer Service Form) are outlined on the Safety and Risk Services website for referral from/by Human Resources, Student Life, Holden Leadership Center, the Alumni Association and other units that entertain inquiries and offer volunteer opportunities on campus.

AFFECTED PARTIES

Who is impacted by this change, and how?

Repealing this policy may remove ambiguity for community members who volunteer at the UO, including employees who volunteer, because information in this policy is outdated and incorrect.

CONSULTED STAKEHOLDERS

Which offices/departments have reviewed your concept and are they confirmed as supportive? (Please do not provide a list of every individual consulted. Remain focused on stakeholders (e.g. ASUO, Office of the Provost, Registrar, Title IX Coordinator, etc.).)

Name	Office	Date
Flo Hoskinson, Andre Le Duc	Safety and Risk Services	January 2017
Staff	Human Resources	January 2017
Kathie Stanley	Office of the VP, Student Life	January 2017
Asst General Counsel	General Counsel	January 2017
Jamie Moffitt	VPFA/CFO	January 2017
Tamarra White	UO Card Office	May 2017
Amy Quiring	Major Student Events, Student Life	May 2017
Rian Satterwhite	Holden Leadership Center	May 2017

TEXT OF THE POLICY- TO BE REPEALED

Reason for Policy:

To provide guidelines for services provided to and recognition of volunteers at the University of Oregon.

Definitions:

A volunteer is one who:

- (a) provides service to the University but is not on the University payroll;
- (b) is on the payroll but provides services without pay which are not substantively the same as work regularly performed and which take place outside of assigned working hours.

Policy Statement:

It is the policy of the University of Oregon to provide certain services for and to recognize the support provided by interested volunteers.

Procedures:

1. All volunteers shall be given a written agreement outlining the terms and conditions of the volunteer service they will provide. (See facsimile on reverse side). Volunteers shall be registered by the home department with the Payroll office, using appropriate forms, to provide SAIF coverage.
2. At the completion of one academic year of satisfactory service, the home department should arrange with the appropriate Vice-President for the issuance of a letter of appreciation.
3. Following the first year of satisfactory volunteer service, sponsoring departments may request the issuance of a courtesy University of Oregon Associate Identification Card. This card affords the holder faculty/staff library privileges, and faculty/staff parking permit rates, athletic department and University cultural event ticket rates and physical education facility and locker rates. Sponsoring departments shall cover the cost of this card.
4. Volunteers accumulating five years of consecutive volunteer service shall be eligible to receive a University of Oregon pin and a certificate of Appreciation. This recognition shall take place at a President's reception in their honor. Sponsoring departments shall report five years of service to the Office of Human Resources which will coordinate volunteer recognition.

Forms/Instructions:

LETTER OF AGREEMENT FOR VOLUNTEERS

Dear _____:

Welcome to the University of Oregon. Thank you for agreeing to serve as a volunteer in the _____ department from _____ to _____.

We are very grateful for your willingness to assist us. The University could not function as it does without the help of a number of dedicated volunteers serving in campus departments.

During the time you are with us as a volunteer, you will be covered by the State Accident Insurance Fund. If you do suffer an on the job injury, you will be eligible for worker's compensation benefits. In this regard you are like any other University employee, i.e., your remedies should you be injured within the scope of your volunteer activity are limited to the compensation benefits.

You will be receiving a job description for your duties during your period of volunteer service from _____. I hope you will enjoy your volunteer activities here at the University. We are glad you will be with us.

Sincerely yours,

Dean, Director, or Department Head