



# Warnell School of Forestry & Natural Resources

## UNIVERSITY OF GEORGIA

### Warnell Volunteer Policy & Procedure

The Daniel B. Warnell School of Forestry and Natural Resources (Warnell) may on occasion use volunteers to perform services for the Warnell. Volunteers are unpaid and are not officially affiliated with the University of Georgia or the Warnell. In general, volunteers will perform special projects or work for the Warnell that may not be accomplished otherwise. Volunteers should not be used to replace a compensated staff member but to supplement staffing on occasion.

Individuals must meet the following criteria to be considered a volunteer for the Warnell:

1. The individual must be 18 years of age or older;
2. The individual is not paid to perform the service;
3. The individual is not performing work as part of court-imposed fine or sentence of community service;
4. The individual is not currently employed in any capacity by the Warnell or the University;
5. The individual can be a former University or Warnell employee who has voluntarily resigned or retired from his/her position.

The following guidelines apply to volunteers:

1. The service is normally short-term in nature and project-oriented;
2. Volunteers must work under the supervision of a Warnell faculty or staff member;
3. Volunteers may not supervise other employees;
4. Volunteers' service must be performed on University premises and/or controlled property;
5. Volunteers will provide no more than 20 hours of service per calendar week;
6. Volunteers should not be in staff work areas outside of their volunteer work hours;
7. Supplies or equipment will not be purchased for volunteers except under very specific circumstances;
8. Volunteers will not be issued any type of University employee identification (i.e. UGAcard, MyID, etc.) other than Warnell-issued volunteer name tags, as may be necessary for recognition by UGA employees, vendors, contractors, or other affiliates;
9. Volunteers will not be issued any keys;
10. Volunteers are not eligible for any University benefits or discounts provided to UGA employees;
11. Volunteers must make their own parking arrangements, i.e., pay for their own daily parking passes, etc.;
12. The department sponsoring a volunteer is responsible for providing adequate workspace, needed equipment, and appropriate training on that equipment in order to reduce the risk of injuries;
13. The department sponsoring a volunteer is responsible for determining the volunteers needed level of access to Warnell systems and for seeking approval from the IT department for that access;
14. Volunteers may not be granted any type of authority over financial accounts or Warnell funds of any type;
15. Volunteers are not covered by Workers' Compensation insurance, but, in compliance with campus guidelines, volunteers will be covered by the University's General Liability insurance, State Tort Claims Act and Auto Liability policy;
16. Volunteers will not provide service to family members or relatives employed within the Warnell unit where the project is completed;
17. The Warnell, at their sole discretion, may end a volunteer's services at any time; a volunteer may end their service to the Warnell at any time.
18. Refer to applicable UGA Policy and Procedure, including "Conflict of Interest."

The following procedures must be completed:

1. Complete the "Volunteer Agreement" to specifically describe the scope, nature, and duties performed by the volunteer. The volunteer, department and Warnell administration should fully understand the nature of the volunteer's work. Changes to the duties performed or the dates or schedule of the volunteer's service will necessitate the completion and approval of an updated "Volunteer Agreement".
2. Obtain supervisor and department head review and approval.
3. Forward the "Volunteer Agreement" to Warnell Human Resources for final determination of eligibility. HR will obtain the approval of the Warnell dean and will respond quickly to the department head, supervisor and volunteer with the final approval for the service.