

1.0 PURPOSE and SCOPE..... 2

2.0 RESPONSIBILITIES 2

2.1 Sponsor 2

2.2 Supervisor. 2

2.3 Vice President or Department Head 2

2.4 Human Resources Department. 2

2.5 University Police Department. 2

3.0 DEFINITIONS 2

3.1 Volunteer 2

3.2 Vice President. 2

3.3 Department Head 3

3.4 Non Paid Capacity 3

4.0 PROCEDURE 3

4.1 Employees..... 3

4.2 Employee’s Supervisor..... 3

4.3 Vice President or Department Head 3

4.4 Human Resources Department 3

4.5 Processing the Volunteer 4


4.6 University Police Department 4


4.7 Verify Issuance of Identification Card 4

5.0 REFERENCES..... 4

6.0 APPROVALS..... 4

EXHIBIT 1 - VOLUNTEER REGISTRATION FORM

<p>Issued By: Dr. Calvin O. Butts, III President, College at Old Westbury</p>	<p>Signature: </p>	<p>Effective Date: January 8, 2003</p>
---	---	--

Procedure No. H-01	<p style="text-align: center;">SUNY College at Old Westbury</p>  <p style="text-align: center;">Use of Volunteers on Campus</p>	<p style="text-align: center;">INDEX Page 2 of 5</p>
--------------------	--	---

1.0 PURPOSE and SCOPE


It is the policy of the State University of New York College at Old Westbury (the College) to establish guidelines for the occasional use of Volunteers in the conduct of its normal operations and for College-sponsored programs and activities.


2.0 RESPONSIBILITIES

- 2.1 The Sponsor is the employee responsible for preparing the proposal that requests the use of a Volunteer. The Sponsor is also responsible for ensuring that the proposal contains all of the required information before submitting it to his or her Supervisor for review.
- 2.2 The Supervisor is responsible for reviewing the proposal submitted by the Sponsor and determining if the request should be forwarded to the next level (another supervisor or the Vice President or Department Head) based on reasonableness and need.
- 2.3 The Vice President or Department Head is responsible for reviewing the proposal from the Supervisor and if deemed acceptable, recommending the Volunteer to the Human Resources Department for use in the capacity described in the proposal.
- 2.4 The Human Resources Department has overall responsibility for administration of this policy. Human Resources is also responsible for verifying the information contained in the proposal, ensuring that the College's Volunteer Registration Form (Exhibit 1) is properly completed and for maintaining a list of all campus Volunteers according to State regulations.
- 2.5 The University Police Department is responsible for issuance of a College identification card to the Volunteer.


3.0 DEFINITIONS


- 3.1 **Volunteer** – an individual employed at the College in a non paid capacity performing duties that are not and cannot be assigned to a classified employee as stipulated in State and Union agreements.
- 3.2. For the purpose of this policy, a **Vice President** is considered to be any of the following: the VP of Academic Affairs; the VP of Enrollment Management Services; the VP of Institutional Advancement; the VP of Student Affairs; the Executive Assistant to the President; the Assistant to the President for Administration; and the Chief Financial Officer.

<p>Issued By: Dr. Calvin O. Butts, III President, College at Old Westbury</p>	<p>Signature:</p> 	<p>Effective Date: January 8, 2003</p>
--	--	---

Procedure No. H-01	<p style="text-align: center;">SUNY College at Old Westbury</p>  <p style="text-align: center;">Use of Volunteers on Campus</p>	<p style="text-align: center;">INDEX Page 3 of 5</p>
--------------------	--	---

- 3.3 A **Department Head** is considered to be any of the following: the Director of Public & Media Relations; the Chief of University Police; and the Chief Information Officer.
- 3.4 A person in a **non paid capacity** refers to an individual working without pay or non monetary compensation (ex., housing or meal plan or other benefits).
- 4.0 PROCEDURE**
- 4.1 Employees (Sponsors) wishing to utilize volunteers must submit a signed, written proposal to their supervisor. Such proposal should:
 - a. describe the work to be performed
 - b. state the qualifications and experience of the proposed Volunteer(s)
 - c. indicate the duration of the assignment
 - d. identify the responsible department and individual(s) supervising the assignment
 - e. contains at least two letters of recommendation and a current resume.
- 4.2 The Employee's Supervisor will review the proposal.
 - a. If the proposal is not approved, it should be returned to the previous Supervisor or Sponsor who in turn should notify the applicant.
 - b. If the proposal is approved by the Employee's Supervisor, he or she should sign it and submit it to the next level of supervision or to the area Vice President or Department Head for review and recommendation.
- 4.3 The Vice President or Department Head will review the proposal based on reasonableness and need.
 - a. If the proposal is deemed unfavorable, the Vice President or Department Head should return it to the Supervisor indicating the reason(s) for non approval.
 - b. If the proposal is deemed favorable, the Vice President or Department Head should forward the proposal along with his or her recommendation to the Human Resources Department.
- 4.4 The Human Resources Department reviews the proposal and:
 - a. ascertains that proper sign-offs (approvals) have been obtained
 - b. verifies prior employment and the Volunteer's qualifications
 - c. checks the references named in the letters of recommendation
 - d. notifies the Vice President or Department Head if the applicant has been approved or disapproved for the volunteer assignment
 - e. advises the Volunteer of a date, time and location for processing into the College System of Volunteer Workers.

Issued By: Dr. Calvin O. Butts, III President, College at Old Westbury	Signature: 	Effective Date: January 8, 2003
---	--	---

Procedure No. H-01	<p style="text-align: center;">SUNY College at Old Westbury</p>  <p style="text-align: center;">Use of Volunteers on Campus</p>	<p style="text-align: center;">INDEX Page 4 of 5</p>
--------------------	--	---

- 4.5 When processing the Volunteer into the College System, the Human Resources Department:
- a. requires the Volunteer to show proper identification such as a driver's license, picture identification card or another form of identification containing a current address
 - b. ensures that the Volunteer signs and dates the Volunteer Registration Form (Exhibit 1)
 - c. reviews the Volunteer Registration Form for completeness and signs as the final approving authority for the College
 - d. adds the Volunteer's name to the campus' list of all Volunteer Workers
 - e. provides a signed copy of the Volunteer Registration Form to the Volunteer and advises the Volunteer to report to University Police for a College identification card
- 4.6. The University Police Department will issue the Volunteer a College identification card upon presentation of the signed copy of the Volunteer Registration Form. Date restrictions will be encoded into the card and it will be valid only during the period of volunteer service.
- 4.7 The University Police Department will notify the Human Resources Department after issuance of the College identification card.


5.0 REFERENCES


The following authoritative documents were referenced in the preparation of this policy:

- a. NYS Division of Budget Part 141-Volunteer Workers – Reissued 7/95
- b. SUNY System Administration Memoranda of 7/22/97 and 10/19/01 to Personnel Directors regarding Volunteers
- c. NYS Workers' Compensation Law
- d. NYS Public Officer's Law – Section 17

6.0 APPROVALS

This policy was reviewed by the College's Vice President for Student Affairs, the Chief Financial Officer, the Assistant to the President for Administration and the Executive Assistant to the President prior to approval by the President.

<p>Issued By: Dr. Calvin O. Butts, III President, College at Old Westbury</p>	<p>Signature:</p> 	<p>Effective Date: January 8, 2003</p>
--	--	---

Procedure No. H-01	<p>SUNY College at Old Westbury</p>  <p>Use of Volunteers on Campus</p>	EXHIBIT 1 Page 5 of 5
---------------------------	--	--

**SUNY College at Old Westbury
Volunteer Registration Form**

Date: _____

Applicant's Name: _____ Signature: _____


Sponsored by _____ Department: _____

Desired Period of Service: From: _____ To: _____

Scope of Work: _____

1

Part I – Review of Proposal	YES	NO	N/A
1. Does the proposal contain all proper approvals?			
2. Have the applicant's prior employment and qualifications been verified?			
3. Have the references listed by the applicant in the letters of recommendation been contacted and information verified?			
4. Has the Vice President or Department Head been informed of the applicant's approval or disapproval? If disapproved, omit questions 5-10 and sign the bottom of this form.			
5. Has the applicant been advised of the date, time and location for processing into the College's System of Volunteer Workers?			
Part II – Processing into Volunteer Workers System			
6. Did the applicant present proper identification such as a driver's license, picture identification card or another form of identification containing a current address?			
7. Has the applicant signed this form and has applicant's information been entered into the College's Roster of Volunteer Workers?			
8. Has this form been signed-off by Human Resources personnel to indicate that it has been properly reviewed?			
9. Has a copy of this form (signed by Human Resources) been given to the applicant along with instructions to present the copy to the University Police Department in order to obtain a College Identification card?			
10. Has University Police issued a College Identification card to the applicant (valid only for the stated period) and informed Human Resources?			
Name/Signature	Date		
Application Reviewed by: _____ (HRD)	_____		
ID Card Issued by: _____ (UPD)	_____		

Issued By: Dr. Calvin O. Butts, III President, College at Old Westbury	Signature: 	Effective Date: January 8, 2003
---	--	--