

- f) service where the chance of damage to property from an accident is more than negligible if an accident occurred, e.g., any alteration to university

III. General Terms Applicable to All University Volunteers

- A. An individual must be at least eighteen (18) years of age.
- B. An individual must be under the general supervision of a university employee. In the case of a non-employee serving as a volunteer advisor to a student organization, the volunteer is under the supervision of the Office of Student Involvement.
- C. Volunteers are expected to abide by all applicable University policies and procedures including but not limited to policies outlined in the Employee Manual, any confidentiality requirements applicable to the information to which they have access which may require the signing of a confidentiality agreement, as well as any external regulations that govern their actions.
- D. A background check is required prior to certain levels of volunteer service. In the event a volunteer has had a lapse in service for more than one year, a new background check will be required. Additional training may also be required for any volunteer level. Performance of volunteer service is contingent on successful completion of required background check(s) and assigned training(s).
- E. Volunteers are not considered employees of Wittenberg University, nor are they covered by the Fair Labor Standards Act or other employment laws through Wittenberg University. Volunteers are not eligible for wages, compensation, benefits.
- F. Volunteer Agreements may be renewed by the Volunteer Supervisor by providing the following in writing to HR at (hure-mail@wittenberg.edu):
- Volunteer name
 - Volunteer role/title
 - Volunteer current phone and email address
 - Specific dates of agreement extension (i.e., July – June 2024)
- Volunteers that are not renewed in writing will be considered as having a lapse in service which will require submission of a new Volunteer Agreement and, if applicable, completion of a new background check and/or training.
- G. A volunteer serves at the discretion of Wittenberg University. The University may discontinue the service of a volunteer for any reason, at any time, without prior notice or cause.
- H. Volunteers are prohibited, and must refrain, from performing the following:
1. Performing hazardous activities or operating heavy equipment without prior written approval, including driving University owned, leased, or rented vehicles without first being certified according to the University Motor Pool Policy or other departmental safety training requirements;
 2. Entering into any contract on behalf of Wittenberg University;
 3. Performing any activity that would be considered inappropriate for any university community member;
 4. Working in laboratories or with infectious agents, including human blood, unless all the necessary training has been completed and documented.
- I. A volunteer shall avoid conflicts of interest with the University, subject to any contractual

