

# Duquesne University

## Volunteer Guide and Procedures

### **Purpose**

Duquesne University welcomes the participation of volunteers on its campus and values their meaningful contributions in support of Duquesne's mission in many departments and organizations throughout the University.

A volunteer is an individual who performs services directly related to the business of the University, on or off campus, for her or his own benefit to support the humanitarian, educational and charitable or public service activities of the university or to gain experience in a specific endeavor. A University volunteer is an uncompensated individual who performs services of their own free will without promise, expectation or receipt of any compensation or other significant tangible benefit.

### **Volunteer Responsibilities and Prohibited Activities**

- All University volunteers must be willing to provide services according to this guide. All those who are not a current faculty, staff or student are required to sign, complete and submit a Volunteer Agreement to the Volunteer Coordinator prior to the commencement of the event or service opportunity. The Volunteer Coordinator is responsible for collecting and retaining these forms.
- Volunteers must abide by all University policies (including but not limited to: environmental health and safety, confidentiality, ethics, computer use, alcohol and drugs and sexual harassment) and any and all federal, state or local regulations which are relevant to their activities. ([See the University TAPs.](#))
- Volunteers may not displace regular employees.
- Volunteers may not speak publicly on behalf of the University unless specifically authorized by the University Administration.
- Volunteers may not work in laboratories without specific training, approval of the Dean and execution of a special laboratory volunteer agreement. In such instances, contact the Compliance Director (412-396-2560)
- Volunteers working with minors must adhere to [Duquesne University's Policy for the Protection of Minors at University Sponsored Events](#)
- Volunteers may not work in the University animal lab.
- Volunteers may not work in the University Energy Center.
- Volunteers may not work with hazardous materials or stored energy (i.e. physical energy stored in air, gas, steam, water pressure or in springs, elevated machines, rotating flywheels, fans, hydraulic systems etc.)
- Volunteers may not work with bio-hazardous or infectious materials unless the volunteer has first received appropriate training and permission to perform such activities.
- Volunteers are not employees of the University and are not entitled to compensation for services. However, volunteers may be reimbursed for reasonable, verified expenses. Volunteers are not eligible for *any* University benefits.
- Both the University and the volunteer may end the Volunteer Agreement at any time, for any reason.
- Volunteers are not authorized to act in any way on behalf of the University in business matters including entering into any agreements or attempting to bind the University in any manner.
- International students must have approval from the Office of International Programs before commencing their volunteer experience.

### **The following are NOT permitted to volunteer**

- Individuals under 18 years of age. Exceptions: 1) Duquesne University students and 2) If a parent or guardian is present for the duration of the event AND the event takes place in a public setting.
- Employees may not volunteer in any capacity in which they are currently employed or performing duties essentially the same as or similar to their regular job responsibilities.

Sean Weaver  
Director, Compliance  
Duquesne University  
(412) 396-2560  
weavers2@duq.edu