

The university encourages community members and students to donate their time and expertise as volunteers with the university. Departments and divisions are also encouraged to explore all avenues of community involvement through the use of volunteers. University volunteers are considered unpaid independent workers and are not entitled to unemployment compensation.

An employee cannot "volunteer" to perform duties after hours without compensation, if those duties are the same type duties which the individual is employed to perform.

Volunteers are not subject to any provisions of laws relating to state or public employment, collective bargaining agreements, hours of work, leave time or benefits, except as described below.

Volunteers are covered by Workers' Compensation and state liability protection in accordance with the definition of a volunteer and the provisions of Section 768.28, Florida Statutes. Volunteers are not entitled to replacement of lost wages under Workers' Compensation for their university volunteer work because they receive no wages. Volunteers acting in the course and scope of their duties are also covered by Florida Statutes Section 768.1355, Florida's Volunteer Protection Act, provided they behave as a reasonably prudent person would under the circumstances and they do not willfully or wantonly cause any personal injury or property damage.

Selecting a Volunteer

The supervisor has delegated authority for the selection, appropriate use, and termination of volunteers. The supervisor is required to have the selected volunteer complete the Application for Volunteer Services and Appointment of Volunteer forms I. These forms must be retained in the department where the volunteer works.

The supervisor is responsible for informing the volunteer of his/her rights and benefits as stated below, as well as advising the volunteer that he/she is expected to comply with university policies and procedures (including those related to safety).

Volunteers with a valid driver's license may use state vehicles when performing university duties as determined by the supervisor and in accordance with university procedures. A commercial driver's license and a substance abuse test are required by federal law when operating a vehicle transporting 16 or more passengers, transporting hazardous materials, or utilizing equipment with a gross weight of 26,001 or more pounds.

Based on the nature of their work, some volunteers will be subject to a background check. To determine if a background check is required, contact Human Resources.

Volunteer Benefits

Volunteers may purchase a courtesy USF ID card. The courtesy identification card entitles the volunteer to enjoy the university libraries and recreational facilities. Volunteers are also entitled to some of the same discounts at restaurants, movie theatres and theme parks offered to USF employees through the Employee Perks Program (check with individual vendors for volunteer eligibility). To obtain a USF ID card for volunteers, the department must submit a written request to the USF Card Center. Once voluntary services end, the department must notify the USF Card Center to inactivate the volunteer's card.

Volunteers are eligible for reimbursement of travel expenses when travel is made for university business purposes.

The length of volunteer service should be mutually agreed upon by the supervisor and volunteer. There is no limit on the length of the volunteer service provided the supervisor is satisfied with the volunteer's work.

Recordkeeping Requirements

When a volunteer worker terminates, his/her records are to be retained in the department for four years and are to be destroyed in accordance with the department's record retention schedule for such files. These are the only records of the worker's service and may be needed if other potential supervisors wish to confirm the experience or obtain a recommendation or evaluation of the volunteer's services. Such records may also be required to support a Workers' Compensation claim.