

The University of South Florida (“University” or “USF”) 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, in accordance with these Guidelines and subject to the limitations detailed below.

### Definition of “Volunteer”

For the purposes of these Guidelines, the term “volunteer” is defined as an individual who performs hours of service for the University for civic, charitable, or humanitarian reasons, without promise, expectation, or receipt of compensation or future employment for the services rendered.

### Restrictions on Use of Volunteers

- An employee may not volunteer to perform the same types of duties that the individual is otherwise employed by USF to perform.
- Volunteer service may not displace a paid position.

### Applicability of State Law

Volunteers are not subject to any provisions of law relating to state or public employment, to any collective bargaining agreement, or to any laws relating to hours of work, rates of compensation leave time, or benefits, except as provided 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 services, because they receive no wages.

Volunteers acting in the course and scope of their duties are also covered by Florida's Volunteer Protection Act, Section 768.1355, Florida Statutes, 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. Volunteers are considered unpaid independent workers and are not entitled to unemployment compensation.

### Department and Volunteer Responsibilities

The supervisor has delegated authority for the selection, appropriate use, and termination of volunteers. The anticipated duration of volunteer services should be mutually agreed upon by the supervisor and volunteer.

The volunteer must complete a Volunteer Service Application form. The supervisor must also complete a Volunteer Appointment form. Both completed forms must be returned to Central Human Resources, SVC2172, for review and approval prior to the start of the volunteer services. The department or other appropriate unit (hereinafter, “department”) for which the volunteer services are performed must also retain copies of the completed forms.

The supervisor must submit a Volunteer Extension/Renewal Request form to CHR for approval of any volunteer services that extend past August 6 (the end of the University’s academic year), or for the

renewal of volunteer services for which prior CHR approval has expired, provided that the proposed volunteer services have not changed from those previously approved by CHR. If the proposed volunteer services are different from those previously approved by CHR, a new Volunteer Service Application form and Volunteer Appointment form must be submitted.

The supervisor must provide each volunteer a written description of the duties and responsibilities of the volunteer position. The supervisor is also responsible for informing volunteers of their rights and benefits as stated herein, as well as advising volunteers that they are expected to comply with University policies and procedures, including but not limited to those relating to safety. If a volunteer's duties involve human subjects research, access to certain sensitive information, or use of hazardous materials or procedures, additional documentation and training may be required prior to engaging in any volunteer services, pursuant to applicable University policies and procedures.

Volunteers are required to complete and submit time sheets provided by the University and verified by the Volunteer's supervisor, indicating the dates and times of volunteer services rendered for the University, and are further required to comply with all applicable rules and regulations of the University. The [Volunteer time sheets](#) can be found in Central Human Resources [Forms Library](#).

Volunteers with valid driver's licenses 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 Central Human Resources.

## Volunteer Benefits

Volunteers may be permitted to purchase a courtesy USF ID card in order to enjoy certain services such as the University libraries and recreational facilities, though fees and restrictions may apply.

Volunteers must have a U# in order to obtain a USF ID card.

USF has a new Guest system to replace the former VIP system. The new system allows the sponsor to enter the information for their guest directly into the request.

### Instructions for Sponsors to Request Guest access

1. As a USF employee, to request a new guest account click [here](#).
2. Log in using your NetId
3. Click on the Staff/Faculty Portal
4. Under My Staff/Faculty Portal Actions, click on Guest Account
5. Complete the information for your new guest and click submit  
Please note that "No" should remain selected for the Primary Global Department
6. An approval email will be sent to the sponsor
7. Once approved by the sponsor, the guest will receive an email with instructions to activate their NetId

Once approved, volunteers will be able to go to the USF Card Center. The department must notify the USF Card Center of the end date of the voluntary services to inactivate the volunteer's card.

Volunteers are eligible for reimbursement of valid and approved travel expenses when travel is made for University business purposes.

### Termination of Volunteer Services

Volunteer services may be terminated at any time, either at the request of the volunteer or at the discretion of the University. Volunteer appointments will automatically expire on August 6 or on the end date approved by CHR (as indicated in the [Volunteer Appointment form](#)), absent CHR approval of an extension or renewal of the volunteer services.

### Recordkeeping Requirements

When a volunteer's service terminates, the volunteer's records, including but not limited to time sheets and applicable volunteer forms, 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 volunteer'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.