

# TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

## Operating Policy and Procedure

HSC OP: 10.28, Volunteers

**PURPOSE:** The purpose of this HSC OP is to establish requirements for individuals who provide volunteer services at Texas Tech University Health Sciences Center (TTUHSC).

**REVIEW:** This HSC OP will be reviewed on November 1 of each odd numbered year (ONY) by the campus Volunteer Manager or Director, the Institutional Compliance Officer (ICO), Human Resources International Employment Office, and the Office of General Counsel, with recommendations for revision forwarded to the President for approval.

### POLICY/PROCEDURE:

#### 1. Definitions .

- a. TTUHSC Volunteers. TTUHSC Volunteers are uncompensated individuals who perform services directly related to the business of TTUHSC, support the activities of TTUHSC or gain experience in specific endeavors at TTUHSC. ~~AND~~

medical personnel who are not employed by, or do not have faculty appointments at, TTUHSC. Volunteers also include children of faculty or staff performing services on behalf of TTUHSC.

For purposes of compliance under the privacy provisions of the Health Insurance Portability and Accountability Act, TTUHSC Volunteers are part of the TTUHSC workforce, but are not considered employees for any purpose and are not covered by

- 6) Individuals who serve on TTUHSC Committees as community representative members.

To determine whether an individual should be classified as a TTUHSC Volunteer, contact the campus Volunteer Manager or Director of Volunteer Services at the campus involved.

- b. Volunteer Manager or Director of Volunteer Services. The Volunteer Manager or Director is the individual responsible for selecting, managing, registering and overseeing TTUHSC Volunteers in accordance with this policy. A Volunteer Manager or Director shall be designated by each campus to oversee the volunteer program.
- c. Volunteer Supervisor. The Volunteer Supervisor is the faculty or staff member identified by a School or Department to supervise volunteer services. Each Volunteer Supervisor is responsible for supervising TTUHSC Volunteers who provide the volunteer service in that School or Department. A Volunteer Supervisor may supervise more than one Volunteer at any given time. To the same extent, one Volunteer may be supervised by more than one faculty or staff member.

## 2. Selection and Registration of TTUHSC Volunteers

- a. Authority to Select and Register TTUHSC Volunteers. Each TTUHSC Volunteer must be processed and registered by the Volunteer Manager or Director at the applicable campus where the TTUHSC Volunteers will be providing volunteer services. Faculty and staff DO NOT HAVE THE AUTHORITY to engage or take on Volunteers in the department without approval from the campus Volunteer Manager or Director. Failure to comply with this policy may result in disciplinary action and/or personal liability.
- b. Eligibility Requirements of TTUHSC Volunteers. Persons 14 years or older, including retired employees, students, alumni, and others may submit an application to provide volunteer services to TTUHSC.
  - 1) Volunteers cannot be coerced or pressured, in any way, into volunteering their services.
  - 2) Volunteers must offer their services without any promise, expectation or receipt of compensation for services or future employ 0.0 (der)-6.4 a







as set forth in this operating policy. All lab volunteers will have badge processed by appropriate lab department administrator or designee.

- 4) Provide TTUHSC Safety Services the names of all TTUHSC Volunteers who will provide serJ 0 Tc 0s-2.9 (i)3.1 (l)-8.9 (l)-1.1sc7 0.916 0 1.1 (i)3 Td [(T)-17.5 (T)-17.5 (U)-2.9 (H)-2.9 (S)

6. Separation or Termination of TTUHSC Volunteers .

TTUHSC Volunteers provide services at the sole discretion of TTUHSC. TTUHSC may, at any time, with or without cause and at its sole discretion, terminate any TTUHSC Volunteer's relationship with TTUHSC.

7. Right to Change Policy and or Attachments.

TTUHSC reserves the right to interpret, change, modify, amend or rescind this operating policy in whole or in part at any time without the consent of employees, faculty or students.

ATTACHMENTS:

- A. Volunteer Application for Minors
- B. Adult Volunteer Application
- C. Volunteer Participation Authorization for Minors
- D. Volunteer Service Agreement Release, Hold Harmless and Indemnification
- E. Departmental Checklist for Volunteer Orientation
- F. Volunteer Competency and Performance Evaluation
- G. Animal Therapy Program