

Volunteers at UAF

Are you using volunteers at your office? Please keep the following in mind:

- Volunteers cannot replace regularly paid employees and should not be doing the work that paid employees do.
- If you use a volunteer and then create a regular job for that person, and the work that is done is the same as the work that was done as a volunteer, your department could be responsible for paying back wages from the time worked as a volunteer.
- An employee may not terminate from a department and then return to the same department as a volunteer, doing the same work as before.
- Volunteers fall under the same Equal Employment Opportunity (EEO) regulations and federal guidelines that regular employees must adhere to such as sexual harassment, and discrimination laws. The university and your department can be held liable for the behavior of volunteers and violations of policy and regulations.
- Workers' Compensation rules may apply to your volunteer. If there is an on the job injury, immediately contact UAF Environmental Health, Safety, and Risk Management or Human Resources.
- Additional guidance for qualifications for volunteer status and information on insurance can be found at the following links:
 - Volunteer Services and Workers' Compensation:
<http://www.alaska.edu/risksafety/html/volunteer.xml> and
 - Volunteer Services Liability:
<http://www.alaska.edu/risksafety/html/volunteerl.xml>
- If you have any concerns or questions regarding the use of volunteers, please contact Human Resources at 474-7700 or EHS&RM (Annette Chism) at 474-6164.