

To: Financial Managers, UAF  
From: Billie Swaim, UAF Risk Manager  
Date: January 29, 2013  
Subject: Volunteer Qualification Clarification

To better assist you in distinguishing what a volunteer is I've included a copy of the Volunteer Qualification Checklist and the Guidelines for Using Volunteers; both of which can be found on the Risk Management website at: <http://www.uaf.edu/safety/risk-management/uaf-volunteers/>. The guidelines are there to assist, but to save time I've outlined a dozen key things that would be helpful for you to know. And I've included three examples that have come up in the last few months that may also assist you in determining whether someone qualifies as a volunteer.

#### VOLUNTEERS:

- Can be employees under specific circumstances
- Must perform without promise of compensation
- Must be US Citizen or unrestricted US employment by a Visa (questions see HR)
- If in contact with minors must be approved through risk management prior
- Cannot drive other people without prior approval through risk management
- If under the age of 18 must be approved by risk management prior
- Must not have a written agreement utilized except by risk management or human resources
- Must be under the direct supervision of a paid UA employee
- Cannot be employees from other universities or organizations doing joint research or other activities within UA
- Cannot be spouses, friends, or family members traveling with a UA employee
- Cannot be students in practicum, work study, field trips, or club activities

#### RECENT EXAMPLES:

- Research fellow from a company outside of the US
  - Had an MOA on file
  - Had a promise of compensation or reimbursement through the MOA
  - Was acting as a 'partner' organization in joint efforts in research
  - Was still in paid status by their employer

- Family travel to remote locations
  - Was a minor and dependent of the employee; not approved by risk management
  - Was a spouse of the employee
- Professor coming to assist in research
  - Was working for a university as a joint effort between universities
  - Was still in paid status by their university during their time here
  - Was promised compensation or reimbursement

If you do have a volunteer, please provide them the information about our volunteer program to help them understand their rights and benefits to being a UAF volunteer. As a volunteer they are covered under UAF Worker's Compensation coverage, and are considered a UAF employee in many ways. Details of this information can be found on the Risk Management website: <http://www.uaf.edu/safety/risk-management/uaf-volunteers/>.

Kind regards,

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