

## **Volunteers in Academic Research, Scholarship and University Activities**

(adapted from University of Indianapolis [https://www.uindy.edu/policies/files/volunteer-policy\\_kk.pdf](https://www.uindy.edu/policies/files/volunteer-policy_kk.pdf) )

The General Terms & Conditions and Prohibitions outlined in this procedure must be signed by the host/supervisor and volunteers (or their parent or legal guardian if under 18 years of age) with the signed document (<https://www.utoledo.edu/offices/internalaudit/minors-on-campus/docs/VolunteerSignatureForm.pdf>) retained by the host's department or unit and stored centrally in Risk Management (see Appendix 2).

**Purpose:** The purpose of this procedure is to protect the interests of and reduce risks for University of Toledo volunteers, the University, and community that is served.

**Host:** The host (the volunteer's supervisor) must be a full time University of Toledo (UToledo) employee, who will ensure direct, personal, day-to-day oversight of activities of the volunteer.

Ohio ethics law (Ohio revised Code 102) prohibits a public employee from using or authorizing the use of their public position to get a benefit for the employee or for anyone else with whom they are closely connected such as a close family member or the employee's business associate.

**Volunteer:** Any individual, who is not otherwise currently affiliated with UToledo as faculty, staff, registered student (undergraduate or graduate), duly appointed community based clinical faculty, or a member of the Board of Trustees, who seeks to serve or perform services for the University as a volunteer, for activities either taking place on the University campuses or under the authority and/or direction of the University at other locations. A volunteer is an unpaid individual who, to support the activities and mission of the University and/or to gain experience: 1) freely offers their services, time, and energy to the University; 2) without any expectation, promise, receipt of pay, compensation, material gain or other benefits, including future employment positions at the University; and 3) without displacing University employees.

Volunteers serve at the discretion of the University. Accordingly, a volunteer assignment can be terminated by the University for any reason, at any time, without prior notice or cause.

University of Toledo students who are currently registered are not defined as volunteers in this procedure. Undergraduate students participating in research can register in a zero-credit hour course, UGR (i.e., Undergraduate Research) 4910, offered by the Honor's College or for credit hour courses through their faculty research advisor.

### **Procedures**

#### ***Volunteers in the University of Toledo Hospital & Patient Clinics (UTMC and UTP)***

The University of Toledo Hospital and Patient Clinics managed by the hospital administration include, the University of Toledo Medical Center (the hospital), Dana Cancer Center, George Isaac Minimally Invasive Surgery Center, Comprehensive Care Center, Heart & Vascular Center, Kobacker Center, Orthopedic Center, and the Medical Pavilion. For providing service in these areas, **volunteers must have clearance from the Volunteer Services Office**, Dowling Hall on the **Health Science Campus** ([volunteerservices@utoledo.edu](mailto:volunteerservices@utoledo.edu)). Program enrollment information can be found in Policy# [3364-103-VS-04](#).

## ***Volunteers in the University of Toledo Academic Research Laboratories and Other Areas***

**Level 1** –Volunteers serving at this level typically will expend minimal time and engage in low-risk activities. Examples of Level 1 volunteers include, but are not limited to, those distributing programs at a concert or event, assisting with a University led workshop or conference, coordinating alumni at a single event, greeting visitors to campus and offering wayfinding assistance, participating in a service project that is organized by the University or other efforts to engage employees, families, students, neighbors and visitors in public service, religious, educational, humanitarian and charitable projects. Volunteers at this level are not issued Rocket numbers nor login access to UToledo systems (UTAD login).

Level 1 volunteers must comply with the general terms set forth in this policy. See “general terms” section below.

**Level 2** – Level 2 volunteers spend more than minimal time and engage in activities which are higher risk. Examples include, but are not be limited to, activity within a potentially hazardous area such as a University laboratory or workshop, activities associated with confidential information, use of University owned and controlled equipment or facilities, service which includes handling cash or performing any financial transactions, service performed more than three feet off the ground but no higher than a step stool or a two-step ladder, and some types of experiences working with students in an academic activity, including health sciences in main campus colleges (Colleges of Health and Human Services or Arts and Letters). Volunteers at this level will typically require issuance of Rocket numbers and may require login access to UToledo systems (UTAD login).

Level 2 volunteers must 1) comply with the general terms set forth in this policy (see “general terms” section below) and 2) successfully complete any additional preconditions and/or training as determined by the host and the appropriate University department or unit.

Level 2 volunteers participating in academic research laboratories or sponsored programs, on institutional review committees (Institutional Review Board (IRB), Institutional Animal Care and Use Committee (IACUC) or Institutional Biosafety Committee (IBC)), as study members on University approved protocols (i.e. IRB, IBC, IACUC), or as a visiting faculty **must register as a Research Affiliate through the Office of Research & Sponsored Programs** (<https://www.utoledo.edu/research/rsp/Research-Affiliate.html>) and comply with all the regulations required by the individual program or activity.

### **General Terms for all Volunteers, Minors, and Adults**

- If an individual is less than eighteen (18) years of age (a minor), it is the responsibility of the UToledo host to comply with the Minors on Campus policy 3364-10-17 (<https://www.utoledo.edu/policies/administration/legalaffairs/pdfs/3364-10-17-minors-on-campus.pdf>) and register their program as required by UToledo. A signed parental/guardian consent/waiver must be on file with the department for all minor volunteers. Any minor volunteer who performs volunteer activities on any premises owned, controlled, occupied, operated, or maintained by the University must be always accompanied by a University representative during the volunteer’s service to the University. If the minor will be working in a research lab, they must also follow [HM-08-015 Minors in Research Laboratories](#). All required training must be completed prior to work in the laboratory.
- To serve as a volunteer, an individual must be under the guidance of a university employee (the host).

- The Vice President/Dean of the unit hosting the activity is ultimately responsible and accountable for ensuring that effective oversight is in place pertaining to approval to host the volunteer activity, knowledge of the schedule and whereabouts on campus, confirming the appropriate nature of the volunteer's duties, etc.
- The volunteer's services may not be engaged if not permitted by immigration law. International volunteers must register as a Research Affiliate through the Office of Research & Sponsored Programs (<https://www.utoledo.edu/research/rsp/Research-Affiliate.html>).
- Volunteers are expected to abide by all applicable University policies and procedures, posted notices and regulations, any confidentiality and non-disclosure requirements applicable to the information to which they have access (which may require the signing of a confidentiality agreement), as well as any external regulations governing their actions. See Appendix 1 for a partial listing of UToledo policies. In addition, all volunteers must take the University's online "Protecting Youth" course prior to approval for conducting the activity; the "Protecting Youth" course provides training about harassment, confidentiality, and other safety expectations.
- It is the host's responsibility to determine additional training that may be required for the volunteer to participate in their university activities or research. This must be formalized and indicate time frames and methods when that training will be completed; a record of the training must also be saved. A mechanism exists for this for research laboratories through the Test Bank – flow chart for laboratories indicates that Rocket Number is required and UTAD access is needed for access to training modules.
- Volunteers are not considered employees of the University, nor are they covered by the Fair Labor Standards Act or other employment laws through the University. Volunteers are not eligible for wages, employee benefits, workers' compensation, or unemployment benefits.

**Prohibitions Include:**

- Performing any activity which would be considered inappropriate for a University employee. Volunteers should not engage in any conduct others may find disturbing or unsuitable, which causes noise, disruption, or disturbs the quiet enjoyment of others on campus whether in offices, classrooms, or in open spaces, or which makes any person on campus uncomfortable. The final decision to allow or not allow such activity rests with the University.
- Representing to anyone or to any entity that the volunteer is employed by or acting on behalf of the University in any official capacity.
- Engaging in any activity which is prohibited by the policies of the University of Toledo
- Engaging in any conduct, activities, or behavior which would bring the University into disrepute
- A volunteer may not use their volunteer position to compete with the University in any manner. A volunteer is expected to disclose any conflicts of interest (i.e., any circumstances which would impair the volunteer's ability to perform his or her volunteer services in a fair and impartial manner) to their host when any such conflict exists. A volunteer must avoid conflicts of interest with the University, subject to any contractual requirements between the University and the volunteer's sponsoring organization. It should be noted that all public employees involved in these activities (or other persons in a position of decision-making for purchases or contracts on behalf of the State of Ohio) are subject to the Ohio Ethics Law, and the conflicts within the scope of the Law cannot be waived through disclosure.
- All rights, title, and interest (including all intellectual property rights pertaining thereto) in all works created, made, conceived, invented, developed, discovered, or reduced to practice by a volunteer in the performance of their services for the University shall belong to the University, unless specified otherwise in writing and agreed to by the Vice President for Research or the Associate Vice President for Technology Transfer.

---

**Appendix 1: University Policies/Procedures**

Policies applicable to volunteers may include, but are limited to, the following.

[3364-60-02 Safety and Health Management](#)

[3364-60-05 Hazardous Material and Environmental Management](#)

[3364-70-02 Research Data and Responsible Conduct of Scholarship and Research](#)

[3364-70-05 Protection of Human Subjects in Research](#)

[3364-70-06 Use of Biohazardous Materials, Recombinant and Synthetic Nucleic Acids, Stem Cells, and Toxins in Research](#)

[3364-70-10 Laboratory Animal Welfare, Care and Use](#)

[3364-70-21 Integrity in Research and Procedures for Investigating Allegations of Research Misconduct](#)

[3364-50-03 Nondiscrimination based on Disability-Americans with Disabilities Act Compliance](#)

[3364-50-01 The University of Toledo Title IX Policy](#)

[3364-50-02 Nondiscrimination](#)

[Environmental Health and Radiation Safety Policy Webpage](#)

HM-08-015 [Minors in Research Laboratories](#)

## **Appendix 2 – General terms and conditions form**

<https://www.utoledo.edu/offices/internalaudit/minors-on-campus/docs/VolunteerSignatureForm.pdf>

The General Terms & Conditions and Prohibitions for volunteers must be signed by the host/supervisor and volunteers (or their parent or legal guardian if under 18 years of age) with the signed document <https://www.utoledo.edu/offices/internalaudit/minors-on-campus/docs/VolunteerSignatureForm.pdf> retained by the host's department or unit

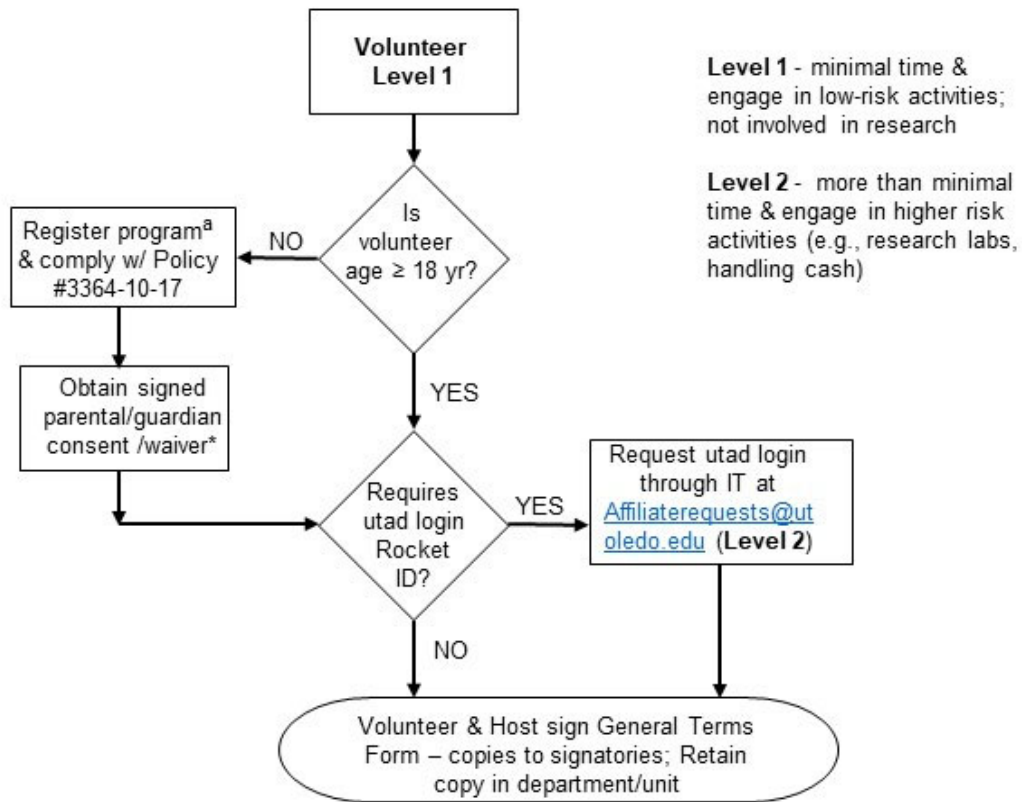
### **General Terms for all Volunteers**

- To serve as a volunteer, an individual must be under the guidance of a University employee (the host).
- The volunteer's services should not be engaged if not permitted by immigration law. International volunteers must register as a Research Affiliate through the Office of Research & Sponsored Programs (<https://www.utoledo.edu/research/rsp/Research-Affiliate.html>).
- Volunteers are expected to abide by all applicable University policies and procedures, posted notices and regulations, any confidentiality and non-disclosure requirements applicable to the information to which they have access (which may require the signing of a confidentiality agreement), as well as any external regulations governing their actions.
- It is the host's responsibility to determine additional training that may be required for the volunteer to participate in their university activities or research.
- All required training must be completed prior to participation in laboratory research or other research activities.
- Volunteers are not considered employees of the University, nor are they covered by the Fair Labor Standards Act or other employment laws through the University. Volunteers are not eligible for wages, employee benefits, workers' compensation, or unemployment benefits.
- A volunteer serves at the discretion of the University. The University may discontinue the service of a volunteer for any reason, at any time, without prior notice or cause.

### **Prohibitions Include:**

- Performing any activity which would be considered inappropriate for a University employee. Volunteers should not engage in any conduct others may find disturbing or unsuitable, which causes noise, disruption, or disturbs the quiet enjoyment of others on campus whether in offices, classrooms, or in open spaces, or which makes any person on campus uncomfortable.
- Representing to anyone or to any entity that the volunteer is employed by or acting on behalf of the University in any official capacity.
- Engaging in any activity which is prohibited by the policies of the University of Toledo
- Engaging in any conduct, activities, or behavior which would bring the University into disrepute
- A volunteer may not use his or her volunteer position to compete with the University in any manner. A volunteer is expected to disclose any conflicts of interest (i.e., any circumstances which would impair the volunteer's ability to perform his or her volunteer services in a fair and impartial manner) to his or her host when any such conflict exists. A volunteer shall avoid conflicts of interest with the University, subject to any contractual requirements between the University and the volunteer's sponsoring organization.
- All rights, title, and interest (including all intellectual property rights pertaining thereto) in all works created, made, conceived, invented, developed, discovered, or reduced to practice by a volunteer in the performance of his or her services for the University shall belong to the University, unless specified otherwise in writing and agreed to by the Vice President for Research or Associate Vice President for Technology Transfer.

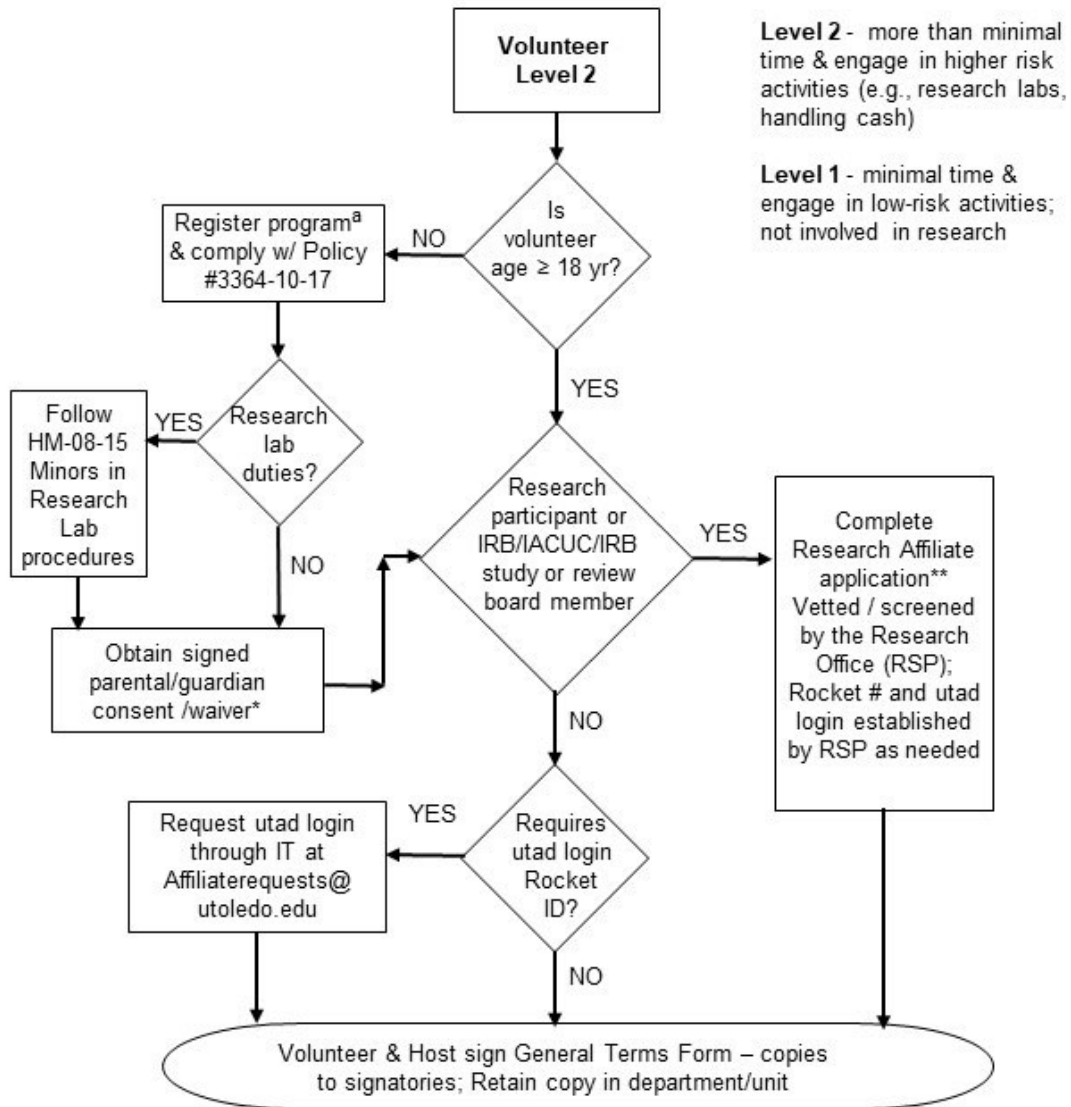
Appendix 3 – Flow charts



<sup>a</sup> [Frequently Asked Questions - Minors on Campus \(utoledo.edu\)](#) ; Registration at [Protecting Minors on Campus \(utoledo.edu\)](#)

\* Copies to signatories and retain waiver/forms in host department/unit

**NOTE** - Volunteers in the University of Toledo Hospital & Patient Clinics managed by the hospital administration must have clearance from the Volunteer Services Office, Dowling Hall on the Health Science Campus ([volunteerservices@utoledo.edu](mailto:volunteerservices@utoledo.edu)) & comply with Policy# 3364-103-VS-04.



<sup>a</sup> [Frequently Asked Questions - Minors on Campus \(utoledo.edu\)](#) ; Registration at [Protecting Minors on Campus \(utoledo.edu\)](#)

\* Copies to signatories and retain waiver/forms in host department/unit

\*\* <https://www.utoledo.edu/research/rsp/Research-Affiliate.html>

**NOTE** - Volunteers in the University of Toledo Hospital & Patient Clinics managed by the hospital administration must have clearance from the Volunteer Services Office, Dowling Hall on the Health Science Campus ([volunteerservices@utoledo.edu](mailto:volunteerservices@utoledo.edu)) & comply with Policy# [3364-103-VS-04](#).