

General Terms Applicable to All University Volunteers

- A. Generally, an individual must be at least age eighteen (18) to serve as a University volunteer. Individuals who are at least age sixteen (16) but not yet age eighteen (18) may serve as a University volunteer so long as a signed parental/guardian consent/waiver form is on file with the Office of Human Resources. In certain situations, exceptions may be considered for individuals less than age sixteen to serve as volunteers. Such exceptions are subject to the written approval of the Office of Legal Affairs in coordination with (a) the Office of Human Resources if the volunteer is undertaking staff services; (b) the Office of the Provost if the volunteer is serving with or as faculty; and/or (c) the Division of Student Development if the volunteer is assisting in student activities.
- B. To serve as a volunteer, an individual must be under the general supervision of a University employee or a student organization recognized by the Center for Student Involvement.
- C. Volunteers at the University of Dayton are expected to abide by all applicable University policies and procedures (including but not limited to the Nondiscrimination and Anti-Harassment Policy), any confidentiality 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 that govern their actions.
- D. Volunteers at the University of Dayton are expected to perform work and services in accordance with the University's Statement of Dignity, which recognizes that discrimination, harassment, or any other conduct that diminishes the worth of a person is incompatible with the University's fundamental commitment as a Catholic University. Specifically, under the Statement of Dignity: Every person regardless of race, color, creed, religion, ancestry, national or ethnic origin, sex/gender, sexual orientation, gender identity, age, genetic information, military status, veteran status, familial status or disability shall be treated with respect and dignity. No person shall be subject to any sexual, racial, psychological, physical, verbal or other similar harassment or abuse, or be denied equitable consideration for access to employment and the programs, services, and activities of the University.
- E. A background check may be required prior to certain volunteer service under the University of Dayton's Background Check Policy and the University of Dayton's Children on Campus and Working with Minors Policy. Additional training may also be required. Performance of volunteer service may be contingent on successful completion of one or both.
- F. Volunteers are not considered employees of the University of Dayton, nor are they covered by the Fair Labor Standards Act or other employment laws through the University of Dayton. Volunteers are not eligible for wages, compensation, employee benefits, workers' compensation, or unemployment benefits.
- G. A volunteer serves at the discretion of the University of Dayton. The University may discontinue the service of a volunteer for any reason, at any time, without prior notice or cause.
- H. Volunteers are prohibited, and must refrain, from performing the following:

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1. Performing hazardous activities or operating heavy equipment without prior written approval, including driving University owned, leased, or rented vehicles without first being certified according to the University Vehicle Use and Training Policy or other departmental safety training requirements;
 2. Entering into any contract on behalf of the University of Dayton unless such approval is granted in writing, and a signed Volunteer Agreement is on file;
 3. Performing any activity that would be considered inappropriate for a University of Dayton employee;
 4. Working in laboratories or with infectious agents, including human blood, unless all the necessary training has been completed.
- I. 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 that would impair the volunteer's ability to perform his or her volunteer services in a fair and impartial manner) to his or her supervisor, the Center for Student Involvement (if serving with a student organization), the Office of the Provost, or Human Resources when any such conflict exists. A volunteer shall avoid conflicts of interest with the University, subject to any contractual requirements between the University and that volunteer's sponsoring organization.
- J. All rights, title, and interest (including any and all intellectual property rights pertaining thereto) in any and 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 Office of Legal Affairs.
- K. A volunteer may not hold a University leadership position; cannot be responsible for directing other employees, work, or programs or be identified as "director" or by a similar term; does not have the authority to make decisions regarding employment or affecting the terms of a University employee's Employment (e.g., supervisory responsibilities, including but not limited to the ability to hire, fire, etc.); does not have the authority to commit significant University resources to another party, service, project, etc.; and does not have the ability to bind the University contractually.