



## Volunteer Approval Policy

Responsible Official: Chief Operating Officer

Responsible Office: Human Resources

### Policy Purpose

This policy specifies the university's requirements for volunteering at ETSU.

### Policy Statement

ETSU permits departments to utilize Volunteer workers. Before a Volunteer may begin their time with ETSU, the following must occur:

1. a Volunteer must complete the university's [Statement of Understanding/Agreement](#),
2. the Volunteer's supervisor must complete the [Statement of Understanding/Agreement](#); and
3. the Office of Human Resources must approve the agreement.

The Office of Human Resources will obtain final approval signatures, as needed, and will notify the State of Tennessee Board of Claims. The Office of Human Resources will maintain a volunteer file.

Previous Policy: PPP-50 Volunteers

Authority: TCA § 49-8-203 et. seq.; T.C.A. §9-8-307(h); T.C.A §8-42.101(3)(B)

### Definitions

Volunteer

An unpaid worker who volunteers their time to perform a task or service for the university, willingly and without coercion, with no expectation of payment or remuneration.

### Policy History

Effective Date: December 21, 2021

Revision Date:

## Procedure

## Procedure History

Effective Date:

Revision Date:

## Related Form(s)

<https://www.etsu.edu/human-resources/documents/volunteer.pdf>

## Scope and Applicability

Primary: Human Resources

Secondary: