



UNIVERSITY OF MANITOBA POLICY

Policy:	Volunteers
Effective Date:	March 18, 2008
Revised Date:	
Review Date:	March 18, 2018
Approving Body:	Board of Governors
Authority:	University of Manitoba Act Section #4(c)
Responsible Executive Officer:	President
Delegate: (If applicable)	Vice-President (Administration)
Contact:	Executive Director of Human Resources
Application:	Board of Governors members; Students; External Parties

Part I Reason for Policy

- 1.0 To define the extent to which the University of Manitoba encourages and supports the concept of volunteers providing assistance to the University community.

Part II Policy Content

2.0 Policy Statement

The University recognizes that volunteers play a very important role in the University, enriching its services and contributing highly to the overall success of the University. In doing so, the University acknowledges that volunteers will not be used to displace any paid employees from their positions. Volunteer work differs from paid employment which is governed by the appropriate collective agreement, University policy and the Employment Standards Code of Manitoba.

2.1 Definition

A volunteer is anyone who, without compensation and without expectation of compensation beyond reimbursement of expenses, performs a task at the direction of and on behalf of the University. Volunteers, unless specifically stated otherwise herein, shall not be considered as employees of the University. Employees of the University may enter into an agreement to provide volunteer services, provided that these services are unrelated to their regular employment duties.

2.2 Other Provisions Relating to Volunteers

2.2.1 Adequate training will be provided to all volunteers. A volunteer will not be placed in a situation in which safety concerns have been raised, unless a careful review of the concerns has taken place and, where necessary, action has been taken to address the safety concerns.

2.2.2 There will be regular ongoing reviews with volunteers to ensure that the volunteer relationship is rewarding for the volunteer and that the volunteer's service is satisfactory.

2.2.3 Both the University and the volunteer shall have the right to terminate the volunteer relationship at any time without notice.

2.2.4 All volunteers shall complete and forward the Volunteer Identification, Acknowledgment and Waiver Form to Human Resource Services prior to commencing any volunteer assignment for the University.

Part III Accountability

3.1 The University Secretary is responsible for advising the President that a formal review of this Policy and Secondary Documents are required.

3.2 The Executive Director of Human Resources is responsible for the communication, administration and interpretation of this policy.

Part IV Secondary Documents

4.1 The Vice-President (Administration) or the President may approve Procedures, if applicable, which are secondary to and comply with this Policy.

**Part V
Review**

- 5.1 Governing Document reviews shall be conducted every ten (10) years. The next scheduled review date for this Policy is March 18, 2018.
- 5.2 In the interim, this Policy may be revised or repealed if the Board of Governors deems necessary.
- 5.3 If this Policy is revised or repealed all Secondary Documents, if applicable, shall be reviewed as soon as possible in order that they:
 - (a) comply with the revised Policy; or
 - (b) are in turn rescinded.

**Part VI
Effect on Previous Statements**

- 6.1 This Policy supersedes:
 - (a) all previous Board of Governors/Senate Policies, Procedures and resolutions on the subject matter contained herein; and
 - (b) all previous Administration Policies, Procedures and directives on the subject matter contained herein.

**Part VII
Cross References**

Cross referenced to: Procedures: Volunteers