

X-5 Volunteer Employee Agreement

**NORTHWESTERN STATE UNIVERSITY
Volunteer Employee Agreement**

I. Purpose and Scope: To outline the procedure for processing Volunteer Employee Agreements. From time to time, individuals wish to provide services to the University as an un-compensated employee, that is, they wish not to be paid for services rendered, but request travel reimbursement and worker's compensation coverage.

II. Reference: Office of Risk Management & Division of Administration

III. Responsible Area: All areas

IV. Procedure:

Project Director and Volunteer Employee who desires to Volunteer Services

1. Initiate a *Volunteer Employee Agreement*. Include the following information:
 - Description of services
 - Time period for services
 - Social Security Number
 - Estimated reimbursement travel.

2. Sign and date the agreement.
3. Forward agreement to Approving Agent.

Approving Agent

4. Review the agreement. Sign and date approved agreement. Route disapproved agreement back to Project Director.
5. Forward approved agreement to applicable Vice President.

Vice President

6. Review the agreement. If approved, sign and date the agreement. Route disapproved agreement back to the Project Director.
7. Route to President for approval.

President

8. Review agreement and approve or disapprove. Route to Business Affairs Office.

Business Affairs Office

9. Maintain file of Volunteer Employee Agreements for insurance purpose and reimbursable items expenses. Return unapproved agreement to appropriate Vice President.

NOTE: *In the event of an insurance claim related to the volunteer service, the Volunteer Employee Agreement will provide written documentation of the volunteer services provided. The agreement can be used to support a claim with the Office of Risk Management and reimbursable travel expenses in accordance with DOA PPM 49, Revised.*

The Volunteer Employee must follow University Travel Policy and Procedures and cannot operate a University vehicle without specific written approval from the University Chief of Police.