



www.uaf.edu/safety

ENVIRONMENTAL, HEALTH, SAFETY
& RISK MANAGEMENT

1855 Marika Road
PO Box 758145
Fairbanks, Alaska 99775-8145
(907) 474-5413
(907) 474-5489 fax

To: Financial Managers, UAF

the Risk Management website at: <http://www.uaf.edu/safety/risk-management/uaf-volunteers/>

The guidelines are there to assist, but to save time I've outlined a dozen key things that would be helpful for you to know. Anytime you have a question, please contact me at erin@uaf.edu to assist.

VOLUNTEERS:

- Can be employees under specific circumstances
- Must perform without promise of compensation
- Must be US Citizen or unrestricted US employment by a Visa (questions see HR)
- If in contact with minors must be approved through risk management prior
- Cannot drive other people without prior approval through risk management
- If under the age of 18 must be approved by risk management prior
- Must not have a written agreement utilized except by risk management or human resources
- Must be under the direct supervision of a paid UA employee
- Cannot be employees from other universities or organizations doing joint research or other activities within UA
- Cannot be spouses, friends, or family members traveling with a UA employee
- Cannot be students in practicum, work study, field trips, or club activities

RECENT EXAMPLES:

- Research fellow from a company outside of the US
 - o Had an MOA on file
 - o Had a promise of compensation or reimbursement through the MOA
 - o Was acting as a 'partner' organization in joint efforts in research
 - o Was still in paid status by their employer

Family travel to remote locations

- Was a minor and dependent of the employee; not approved by risk management
- Was a spouse of the employee

Professor coming to assist in research

- Was working for a university as a joint effort between universities
- Was still in paid status by their university during their time here
- Was promised compensation or reimbursement

If you do have a volunteer, please provide them the information about our volunteer program to help them understand their rights and benefits to being a UAF volunteer. As a volunteer they are covered under UAF Worker's Compensation coverage, and are considered a UAF employee in many ways. Details of this information can be found on the Risk Management website:

<http://www.uaf.edu/safety/risk-management/uaf-volunteers/>.

Kind regards,

Billie J Swaim
UAF Risk Manager
Ext 6164
bjswaim@alaska.edu