

**JOHNS HOPKINS UNIVERSITY
KRIEGER SCHOOL OF ARTS & SCIENCES
WHITING SCHOOL OF ENGINEERING**

VOLUNTEER and VISITING STUDENT POLICY

May 2008

Purpose

The Johns Hopkins University Schools of Arts & Sciences and Engineering ("Schools") recognizes and appreciates the contributions of volunteers and visiting students to its mission of education and research. This policy enables the Schools to retain and sets forth requirements pertaining to volunteers and visiting students. This policy does not govern individuals who volunteer to participate in a research study that is under the oversight of an institutional review board.

Who are Volunteers

Volunteers are individuals who perform services for their own benefit, in furtherance of the humanitarian, educational or service missions of the School and/or to gain professional experience through their service to the School. Volunteers are uncompensated and provide services without expectation of pay. NOTE: Volunteers normally have no affiliation with the Johns Hopkins University. However, under special circumstances, certain Johns Hopkins employees may serve as volunteers when their paid work is substantively different from his/her work as a volunteer.

To ensure that an individual performing volunteer services is not an employee for purpose of the Fair Labor Standards Act, all of the following criteria must be satisfied in order for an individual to be approved as a volunteer:

1. The services are intended to be voluntary and to be rendered without compensation.
2. The services must constitute a bona fide effort of the individual to volunteer for a humanitarian or public service purpose or for the benefit of his/her professional experience.
3. The fact that the individual is an employee elsewhere in the University does not mean he/she cannot volunteer in a capacity that differs from his/her employment. However, where an employment relationship does exist, that relationship may not be waived; so, for example, an employee cannot volunteer to do activities that are the same or similar to ones he/she performs in his/her JHU job.
4. Individuals volunteer their time for their own personal motives, without promise or expectation of compensation, at hours that suit their own convenience.

5. Volunteers must not be utilized in ways that displace or replace regular employees in the performance of their normal duties.

Who are Visiting Students

These are students who have been invited from other colleges, universities, and high schools to work at Johns Hopkins University and who meet specific criteria. As such, they must adhere to the same rules/policies that apply to all JHU student employees. Visiting students are subject to FICA Tax withholding. This policy does not address undergraduate visiting students.

The criteria are:

1) Registered in a full time program at a high school, college or university (other than Johns Hopkins University) during the normal academic year (excluding summer), and

2) Followed a faculty member to Johns Hopkins University in order to complete their research or degree requirements,

OR

Responded to a JHU student internship/research position advertisement submitted to their high school or university. This student internship/research position must require the student to have a specific major or must complement the student's academic focus,

OR

Have been selected to participate in a summer program or formal outreach program operated and funded by a department in the University,

OR

Current high school or college student invited by a faculty member to work in his or her research lab in conjunction with the student's academic concentration, and

3) Receive a letter of appointment or invitation.

Who May Volunteer

Anyone, including retirees, students, alumni, or others may provide volunteer services to the Schools, with the following restrictions:

A non-University student, who is under age 18, or over age 18 and still enrolled in high school, may only become a University volunteer for service as part of an approved school program pursuant to an agreement between the University and the school, and only with parental consent. Individuals under the age of fifteen may not become University volunteers.

A current employee may not become a University volunteer at the University in any capacity in which he or she is employed at the University, or which is essentially similar to or related to the individual's regular work at the University.

It is important to determine that a person is performing services of a volunteer and will not be considered an employee under the Fair Labor Standard Act. A determination by the Department of Labor that a person's service was that of an employee's will result in the time of service being compensable.

Volunteer Experiences

Individuals who wish to volunteer for purpose of educational or professional interest or as part of a formal or informal educational program must meet the following criteria:

1. The experience is for the benefit of the volunteer.
2. The volunteers do not displace regular employees, but work under their close observation.
3. The department that provides the experience does so primarily for the benefit of the volunteer, and on occasion its operations may actually be impeded.
4. The volunteers are not entitled to a job at the conclusion of the experience.
5. The institution and the volunteers understand that the volunteers are not entitled to wages for the time spent in volunteer experience.

Duration of Volunteer/Visiting Student Relationship

The relationship may not extend beyond six months without being renewed.

Requirements and Responsibilities Pertaining to Volunteers/Visiting Students

University volunteers/visiting students are subject to and must abide by all applicable University, School and departmental policies, procedures and rules including but not limited to those relating to health and safety, confidentiality, protected health information, non-discrimination, computer use, ethics, conflict of interest, criminal background check, financial responsibility, drug use and anti-violence.

Foreign nationals must have the appropriate visa and authorization to engage in volunteer activities, as certified by the Johns Hopkins Office of International Students and Scholars Services.

Prohibited Activities

University volunteers and visiting students cannot replace employee positions or impair the employment of a University position. Volunteers' services are generally limited to humanitarian, charitable or public services.

University volunteers and visiting students are also prohibited from performing the following activities:

- Operating heavy equipment including vehicles
- Working with stored energy (e.g. steam, electricity, hydraulics)
- Activity considered inappropriate for any employee
- Entering into any contract on behalf of the University
- Working with infectious or potentially infectious agents, including human blood

Procedure for Placing a Volunteer or Visiting Student

When selecting and engaging a volunteer or visiting student, it is the department's responsibility to be certain the individual has adequate experience, qualifications, and training for the task he or she will be required to perform. The following procedures are required to engage a volunteer or visiting student.

A. School of Medicine Registrar's Office

(Broadway Research Building, Room 147; 410-955-3080)

All Homewood undergraduate students subject to a training agreement between their school and JHUSOM and JHU degree candidates must be processed through the SOM Registrar's Office. These individuals are required to comply with the procedures outlined by that Office, including but not limited to, any credentialing, TB-testing, clearance by Occupational Health, and HIPAA training.

B. Homewood Research Compliance Office

(Jeffrey Grossi, 114 New Engineering Building; phone 410-516-8511; fax 410-516-5457; jgrossi@jhu.edu)

Anyone requesting to volunteer on the Homewood campus for either the Krieger School of Arts & Sciences or the Whiting School of Engineering must be processed through the Homewood Research Compliance Office listed above, in accordance with the following requirements:

1. Each potential volunteer/visiting student (or their parent) must complete the Application packet.
2. If the volunteer or visiting student is seeking to serve in connection with a high school internship program, he/she is responsible for having his/her school send two letters of recommendation.

3. Acceptance of a volunteer or visiting student is subject to a satisfactory reference check. For volunteers aged 18 or over, a criminal background check must be satisfactorily completed prior to their beginning service.
4. If the individual is returning and, if the break in assignment is six months or more, all forms and processes set forth above must be completed again.
5. A current volunteer or visiting student whose duties materially change or who wishes to commence a new volunteer assignment must complete all forms and processes set forth above.
6. The supervisor, department and/or center are responsible for retaining all forms and documents for a period of five years from the date the volunteer ends his/her assignment.

Training

Volunteers must satisfactorily complete all applicable training and orientation prior to commencing activities at the School. Depending on the nature of the service, training may include, but not be limited to, HIPAA requirements, health and safety, lab protocols, animal lab requirements, etc.

Dismissal

Positions approved under this policy may be terminated at any time without cause or prior notice.