

Volunteer Guidelines for Supervisors

The University has recently developed a formal procedure that should be taken to engage volunteers. As such, the Department of Obstetrics and Gynaecology will be adopting this procedure when handling volunteers.

A volunteer is defined as an individual who voluntarily donates services to the University. They are not entitled to, and have no expectation of, any compensation, pay, fee or benefits for their services nor should they have an expectation of employment. Volunteer hours should not exceed 8-12 hour per week.

Things to Consider:

- Volunteer assignment plans should provide clear expectations to the volunteer.
- Volunteers cannot be used to supplant regular staff employees or replace the need for paid staff.
- Volunteer service performed on UBC's behalf does not create any entitlement, right or privilege on the part of any individual to continue providing volunteer services for UBC in the future or otherwise.
- Volunteers are responsible for maintaining the confidentiality of all information to which they may be exposed.
- Volunteers should be recognized for their contributions both informally through positive comments and formally through public recognition at formal events.
- Volunteer assignments should be reviewed periodically to ensure that the assignments properly reflect the current situation.
- Volunteers may be terminated without notice at any time that the services are no longer needed or that the volunteer is no longer capable of performing the service.
- The Department must adhere to the same laws and University policies as for employees.
- Failure to follow these procedures when bringing a volunteer into the workplace leaves the supervisor and University open to liability.
- For further information, please refer to <http://www.hr.ubc.ca/hiring-managing/recruitment-hiring/>

Please complete the Volunteer Assignment Outline form on the following page and submit the following documents to _____:

- Dept of Ob/Gyn Volunteer Application form
- Dept of Ob/Gyn Volunteer Checklist form
- Dept of Ob/Gyn Volunteer Assignment Outline form

Volunteer Assignment Outline

Job Title & Lab/Department & Principal Investigator (PI):	Job Title:	PI Name:
	Lab/Department:	PI Email:
Time Commitment:	Start Date:	Hours per Week: (8-12 hrs/week max.)
	End Date:	
Location:	Site:	Lab/Room:
Purpose:		
Responsibilities:		
Supervisor & Working Relationships:	Direct Supervisor to the volunteer & Email:	
	Other working relationships :	
Resource Requirements:		
Skills & Knowledge Required:		
Known Risk & Mitigation Methods:		
Training Required/ Provided:		
Benefits & Challenges:		
Success Measures:		

Supervisor signature

Volunteer signature