

3.220 RCUH Volunteers

I. Policy

It is the RCUH's policy to maintain compliance with Chapter 90, HRS: State Policy Concerning the Utilization of Volunteer Services. This policy will provide a system of guidelines and procedures for Principal Investigators who are engaged in the utilization of volunteers in support of their project's mission and objectives.

Volunteer service is limited to unpaid services, except for reimbursements for expenses.

II. Responsibilities

A. Principal Investigator

1. Submit Volunteer Program Proposal to the RCUH Director of Human Resources, which will include the minimum requirements as described in the "Procedures" section below.
2. If approved, consider all persons interested in serving as volunteers. Conduct recruitment of volunteers in a professional and legal manner.
3. Comply with guidelines outlined in this policy.

III. Applications

This policy applies to Principal Investigators of direct projects who are engaged in the utilization of volunteers. University of Hawai'i Principal Investigators must utilize the University of Hawai'i volunteer program within their respective colleges.

IV. Details of Policy

- A. Volunteer Program Must Be Approved and Accepted by the RCUH** – The RCUH will only recognize volunteer programs that have been reviewed and approved by the RCUH. Volunteer program approval from the RCUH Director of Human Resources is required before any volunteer activity takes place.
- B. Recruitment of Volunteers**
 1. Principal Investigators/designees are allowed to recruit, train, and accept the services of volunteers. However, all selections will be subject to the approval of the Principal Investigator or authorized designee.
 2. The Principal Investigator/designee shall consider **all** persons interested in serving as volunteers.

C. Three (3) Types of Volunteers

1. Occasional-Service Volunteer: Any person offering a one-time, on-call, or single-task service to a project without compensation, except for reimbursements as provided in Chapter 90, H.R.S.
2. Regular-Service Volunteer: Any person engaging in specific voluntary service activities on an ongoing or continuous basis to an agency without compensation, except for reimbursements as provided in Chapter 90, H.R.S.
3. Stipend Volunteer: Any person who receives a support allowance for providing voluntary service to a project. The allowance may be for food, lodging, or other personal living expenses and does not reflect compensation for work performed.

D. Guidelines for Utilizing Volunteers

1. Volunteers may be used in any project except if such service may be deemed inappropriate by program requirements, regulations, sponsor stipulations, or other legal restrictions.
2. Volunteers will supplement but not compete for or supplant paid jobs.

V. Procedures

A. Principal Investigator Must Submit a Request to Create a Volunteer Program – Principal Investigators must submit a request to create a volunteer program to the RCUH Director of Human Resources. The volunteer program proposal must include the following minimum requirements:

1. Program outline defining the nature and scope of the volunteer program. This may include a description of duties, schedule of assignments, and listing of program objectives. Program outlines will be approved only if they meet the minimum requirements.
2. Program will clearly define use of volunteers as supplemental assistance, not to be used in place of paid employees.
3. Program will describe the method of volunteer recruitment, selection, registration, training, monitoring/supervision, evaluation and termination.
4. Program will describe the system to reimburse volunteers for out-of-pocket expenses consistent with applicable RCUH purchasing policies.
5. Program will describe the method of recognizing volunteers and providing adequate supervision of assignments. In doing so, the project ensures that volunteer is acting within the scope of the service/program authorized by the RCUH.
6. Program agrees to provide the RCUH with required information necessary to complete an annual report (as required in Chapter 90, H.R.S.). Information required includes total hours (by category of volunteer as specified in Section IV.B), type of volunteer, and a list of volunteer job titles.
7. Program agrees to provide the RCUH with prompt and accurate reporting of any accidents or incidents. All injuries sustained by a volunteer will be covered by the RCUH's industrial accident reporting and disability benefits procedures.

VI. Contact

RCUH Employment: (808) 956-7307
rcuh_employment@rcuh.com

VII. Relevant Documents

[Chapter 90, HRS: State Policy Concerning the Utilization of Volunteer Services](#)

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