

System-wide Policy: HR0446 - Volunteer Activities	
Version: 1	Effective Date: 08/22/2022

I. Policy Statement

The University values its place in communities and recognizes our communities' diverse need for volunteers to support schools, communities, citizens and non-profit organizations. University campuses and institutes may consider adopting practices to encourage community engagement with a service or community organization.

Campuses and institutes may engage with appropriate community organizations to facilitate volunteer opportunities. When possible, campuses may want to organize teams of employees to work on a common volunteer activity to foster community within the University and to serve the public.

II. Reason for the Policy

The purpose of this policy is to establish principles to aid and guide University campuses and institutes to develop effective procedures related to volunteer work during work hours.

III. Procedures

Campuses and institutes that choose to adopt a practice of formally authorizing volunteer activity during work hours must adopt procedures setting forth applicable terms and conditions, including requirements for requesting and approving volunteer activity.

IV. Limitations

Volunteer hours do not count as hours worked for purposes of overtime. Volunteer work during scheduled work hours is not considered work time for worker's compensation purposes and any volunteer work done by an employee during scheduled work hours is at the employee's own risk.

IV. Responsible Official & Additional Contacts

This Responsible Official and Additional Contacts section contains those who are responsible or share certain policy responsibilities, organized by subject matter, such as monitoring compliance with the policy, providing additional guidance on policy clarifications, organizing policy training, updating the policy, etc.

[Include all University of Tennessee system and/or campus contacts]

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[UT System]

Subject Matter	Office Name	Telephone Number (xxx) xxx-xxxx	Email/Web Address
Policy Clarification and Interpretation	Human Resources	(865) 946-8847	systemhr@tennessee.edu

[Knoxville]

Subject Matter	Office Name	Telephone Number (xxx) xxx-xxxx	Email/Web Address
Policy Clarification and Interpretation	Human Resources	(865) 974-6642	hr@utk.edu

[Chattanooga]

Subject Matter	Office Name	Telephone Number (xxx) xxx-xxxx	Email/Web Address
Policy Clarification and Interpretation	Human Resources	(423) 425-4221	utchumanresources@utc.edu

[Martin]

Subject Matter	Office Name	Telephone Number (xxx) xxx-xxxx	Email/Web Address
Policy Clarification and Interpretation	Human Resources	(731) 881-7845	utm.edu/departments/personnel

[Southern]

Subject Matter	Office Name	Telephone Number (xxx) xxx-xxxx	Email/Web Address
Policy Clarification and Interpretation	Human Resources	(931) 363-9804	utsouthern.edu

V. Related Policies/Guidance Documents

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HR0305 - Annual Leave (Vacation); HR0373 - Personal Leave