MEMORANDUM

TO:       Dr. Sharon L. Gaber, Chancellor
          Ms. Shari Dunn, Senior Executive Assistant to the Chancellor
          Dr. Joan Lorden, Provost and Vice Chancellor for Academic Affairs
          Ms. Beth Hardin, Vice Chancellor for Business Affairs
          Mr. Niles Sorensen, Vice Chancellor for University Advancement
          Mr. Michael Carlin, Vice Chancellor for Information Technology and CIO
          Dr. Richard A. Tankersley, Vice Chancellor for Research and Economic Development
          Dr. Kevin Bailey, Vice Chancellor for Student Affairs
          Mr. Mike Hill, Director of Athletics
          Ms. Betty Doster, Special Assistant to the Chancellor for Constituent Relations
          Dr. Cheryl Waytes Spellman, Interim Special Assistant to the Chancellor for Diversity and Inclusion
          Ms. Colleen Penhall, Associate Vice Chancellor for University Communications
          Ms. Kim Bradley, Chief of Staff
          Mr. Jesh Humphrey, Vice Chancellor for Institutional Integrity and General Counsel

FROM:     Amy S. Kelso  
          Senior Associate General Counsel

DATE:     October 7, 2020

Re:        Volunteer Agreements

Many divisions at UNC Charlotte engage volunteers to do work for the University. These volunteers are a valuable resource for the University. However, volunteers are not considered University employees and do not enjoy many of the protections of employees, such as Worker’s Compensation.

It is important that each University volunteer understands the protections afforded, as well as the limits of those protections afforded, while volunteering for the University. In addition, it is important that each volunteer understands his or her obligations, such as compliance with applicable University policies.

Therefore, every University volunteer should sign a Volunteer Agreement. A template of that agreement is attached for your use. It is also available online at:
https://legal.uncc.edu/sites/legal.uncc.edu/files/media/VolunteerAgreement.docx

The rule of thumb to determine applicability of the Volunteer Agreement is whether the volunteer’s work would otherwise be done in the course and scope of a University employee’s employment. In other words, it is important to focus on the work, and not the person doing the work. If the work is something that would normally be done by an employee but is being done by a volunteer instead, then it
is considered volunteer work for the University, regardless of who is doing the work. **If this is the case, a Volunteer Agreement should be signed by the volunteer (whether that be a student or any other person).**

Please distribute this memorandum and attached agreement template to other appropriate personnel in your division, such as deans, department chairs, or directors. Please contact our office if you have any questions.

Attachment

ASK: mw