

Memorandum

DATE: May 16, 2011

TO: Department Chairs
Department Directors and Administrators

FROM: Mark Green
Associate Dean for Business *Mg*
Box 358047

Gail C. Gray *KCA*
Director of Human Resources Policy
Box 358047

SUBJECT: **SoM Laboratory Volunteer Policy**

Attached are the following final documents related to the use of volunteers in SoM laboratories: SoM Laboratory Volunteer Policy, Laboratory Volunteer Service Agreement, and FAQs. The final Policy is the collaborative work of the Medical School Administrators (MSA) HR Workgroup and the SoM Dean's Office, with input and review by the Basic Science Heads, MSA, SoM HR managers group, UW central offices including Risk Management, Environmental Health and Safety, the International Scholars Office, Office of Research, UW Human Resources, and the Attorney General's Office.

The Policy and accompanying documents are intended to assist departments in assessing the appropriateness of individuals to serve as volunteers in SoM labs, clarifying the appropriate circumstances for volunteer service, and providing a process for engaging volunteers and documenting volunteer service.

This Policy will require that departments do the following:

1. Assess whether it is appropriate for an individual to volunteer in a lab. The department will need to consider factors including the nature of the work in the context of normal hiring processes and labor rules, and the individual's status (i.e., student, minor, visa status).
2. Select, supervise, and monitor volunteer activities.

3. Ensure proper documentation is completed (e.g., volunteer service agreement including parent/guardian signature for minors, documentation of training, documentation of hours, and other documentation as appropriate).

Departments that choose to develop individual departmental volunteer policies or procedures must ensure their policies/procedures are consistent with the SoM Laboratory Volunteer Policy. Departments are also entitled to decide not to allow volunteers in their department.

Please forward the attached documents to PIs, faculty, and appropriate staff in your department. If you have questions, please contact your department administrator, department director or Gail Gray at gailgray@uw.edu.

GCG:vjw

Attachments

cc: Mary Fran Joseph
Ruth Mahan
Paul G. Ramsey, M.D.