



VOLUNTEER HANDBOOK

Dear Ottawa University Volunteer:

As an Ottawa University Volunteer, your contributions are essential to the success of this organization. This handbook provides you with the information, policies, and procedures you will need to be a member of the University and provide volunteer services within the guidelines and expectations of the University.

This handbook is available to you through our University Portal System or by contacting the University Human Resources Department (ouhr@ottawa.edu).

As a Volunteer of the University, it is the responsibility of each of us individually to understand the contents of this document. If you have any questions or concerns regarding the contents, please discuss with the OU employee you are serving under or the University Human Resources Department. It is important that your questions are addressed.

I would like to personally thank you for your valuable service to Ottawa University. Together we continue to focus our work toward building a legacy of excellence, which will in turn prepare our students for lives of significance.

*We appreciate your contributions on behalf of the students of Ottawa University.
Dr. Bill Tsutsui, Chancellor*

PURPOSE OF THIS HANDBOOK

This Handbook is designed to assist you to be aware of university policies and procedures in matters pertaining to you as a Volunteer. The Handbook cannot predict and therefore, cannot answer every question an individual may have. The information contained in this Handbook is subject to change. When changes or updates are necessary, the Handbook will be edited. We will attempt to provide you with notice of any change; however, the University maintains the right to make changes at any time with or without notice. Nothing contained in this Handbook or any verbal statement by anyone at OU should be construed as creating any type of employment contract, express or implied, or other legally enforceable rights. The Handbook is for informational purposes only.

HISTORY OF OTTAWA UNIVERSITY

Founded in 1865, Ottawa University has an especially rich heritage and fascinating history. Throughout its many years, the University has endeavored to educate its students (many from traditionally underserved student populations) for lifetimes of enlightened faith, exemplary service, inspired leadership and personal growth and significance.

This tradition began with the Ottawa Indian tribe. The University's roots can be found in the work of Baptist missionaries in collaboration with the Tribe then located on the banks of the Marais des Cygnes ("river of swans") in what would become the town of Ottawa, Kansas, located approximately 40 miles southwest of Kansas City. Reverend Jotham Meeker and his wife, Eleanor, labored ceaselessly to improve the lives of the Ottawa's, serving as ministers, nurse and doctor, business agents, marriage counselors, teachers, and of course, as spiritual counselors. Their seminal work, the prophetic vision of tribal leaders, and the engagement of others such as John Tecumseh (Tauy) Jones led to an eventual agreement between the Kansas Baptist denomination and the Ottawa Tribe to form a school for the benefit of the children of the Ottawa's.

Despite many challenges, Ottawa's Christian heritage and relationship with the Ottawa Indians remain alive and powerful today. In October of 2008, newly installed University President, Kevin C. Eichner, signed a new agreement with Chief John Ballard of the Ottawa Tribe of Oklahoma through which the historical connection between the University and the Tribe was significantly refreshed and expanded. Under this agreement, any certified tribal member is eligible to attend the residential college in Ottawa free of tuition, board, and room charges and any of the University's adult on-ground or online programs tuition-free. This new agreement, fully and unanimously endorsed by the University's Board of Trustees and the Ottawa Tribal Council, is to be preserved "in perpetuity" and has resulted in a significant increase in the number of Ottawa Indian students enrolling throughout the University and to a re-kindling of an even stronger and more positive relationship with the Ottawa Tribe of Oklahoma. It has been widely celebrated by faculty, alumni and friends of the University and tribal members as emblematic of the institution's core mission and principles and as an enduring commitment to the mutual purposes of the Tribe and the University.

Since its founding in 1865, Ottawa University has been affiliated with Baptist churches and specifically the American Baptist Churches USA since 1905. The executive minister of the American Baptist Churches of the Central Region serves on the OU Board of Trustees and many churches include OU as part of their budgets and regular mission giving. In turn, OU has produced many graduates who have been called into the ministry as pastors and youth pastors and as lay leaders. The University is committed to educating all its students in a "caring, Christ-centered community of grace" characterized by openness, inclusivity, and collegiality.

From humble beginnings, Ottawa University has grown from a single building into a comprehensive educational institution serving more than 9,000 students at four campuses and via the internet. Today, more than 22,000 OU graduates, including 5,000 in the Pacific Rim, have made

and continue to make valuable contributions in their communities, places of employment, and churches.

Born of a special spirit, which permeates the University and its graduates to this day, Ottawa University is blessed by a rich heritage and an unquenchable commitment to educate increasing numbers of students for lifetimes of faith, service, leadership, and significance. For a complete history of Ottawa University, go to: <http://www.ottawa.edu/AboutOU/History>

MISSION STATEMENT

Building on its foundation as a Christ-inspired community of grace and open inquiry, Ottawa University prepares professional and liberal arts graduates for lifetimes of personal significance, vocational fulfillment, and service to God and humanity.

DIVERSITY STATEMENT

Ottawa University celebrates and prizes the diversity of its students, Faculty, staff, and Board of Trustees.

In keeping with its Mission Statement, the University is called to actively foster an environment of awareness, appreciation, and intentional inclusivity.

We hold this as essential in an institution which declares that it will conduct its affairs in a caring, Christ-centered community of grace.

We believe we must embrace diversity because to do so is just, powerful, personally enriching, and intelligent and because we believe Christ has called us to do so through His teachings and His example.

LIVING, LEARNING AND LEADING THROUGH OUR DIVERSITY STATEMENT

Diversity is defined as that incredible and beautiful variety of personal identities, experiences, values, and world views that result from differences of origin, culture, and circumstance. Ottawa University defines and appreciates diversity in all its forms including age, ability or disability, ethnicity, national origin, race, religion, sex, gender, sexual orientation, and family and marital status. In committing to and honoring our Diversity Statement, members of our community will:

LIVE DIVERSITY BY:

- Encouraging and empowering all to build an especially open and welcoming community.
- Valuing and respecting ourselves and all others.
- Developing a passion for diversity by deepening our cultural awareness and extending our inter-cultural experiences beyond mere study.

- Creating a culture on all our campuses in which all persons are seen as unique, and all individuals know they are prized and valued.

Behaving as open and inclusive people through our actions and voice in all settings in which we conduct our lives, including:

- *Classrooms*
- *Residence halls*
- *Other university buildings and public spaces*
- *Athletic endeavors*
- *Student, faculty, staff, and board organizations*
- *Social engagements*
- *The general workplace*
- *Our places of worship*
- *In the surrounding communities in which we live and work*
- *With our families, friends, and associates.*

LEARN DIVERSITY BY:

- Fostering personal growth by actively exploring and better understanding the origins of our assumptions, judgments, and points of view and constantly challenging ourselves to refrain from prejudice or unexamined points of view.
- Promoting and nurturing a learning environment in which students, faculty and staff are encouraged to understand the challenges, accomplishments, heritage, and perspectives of all peoples in order to gain a fuller and more mature understanding who we are as well as others.
- Teaching ourselves and others to engage in constructive dialogue as a way to reach out to those who may think, or act differently than we do.

LEAD IN PROMOTING AND DEFENDING DIVERSITY BY:

- Questioning the status quo, seeking to understand competing perspectives, and encouraging one another to move from our comfort zones to experience and celebrate the richness of a diverse society.
- Sponsoring initiatives to continuously stretch the university community to expand its view of diversity and to reach out to other communities to advance a greater understanding and respect for diversity.
- Using the diverse talents, skills, and perspectives of each member of our community in powerful ways to reach our educational and organizational objectives.

UNIVERSITY VOLUNTEER

Volunteers perform a service for the University without promise, expectation, or receipt of compensation for services rendered. A volunteer offers service to the University and does so without pressure or coercion; and is not otherwise employed by the University to perform the same type of services as those for which the individual proposes to volunteer.

REQUIRED INFORMATION AND SCREENING

To ensure volunteers are appropriately registered, those seeking to serve as a Volunteer within a department or unit must first complete required screenings/processes which will be initiated with HR by the related OU manager.

All volunteers are subject to a background screening which is completed as a part of the registration process.

Ottawa University recognizes the vital role volunteers play in accomplishing its Mission and acknowledges the service of all Volunteers. This policy characterizes the nature of Volunteer service; establishes mechanisms to promote a safe, productive, and mutually beneficial environment; specifies allowable services with appropriate authorization; and identifies tracking processes.

POLICY APPLICATION

Persons who provide Volunteer services to Ottawa University. This policy does not apply to any person providing services for a one-time event.

POLICY STATEMENT

Volunteers perform a service for the University without promise, expectation, or receipt of wages, compensation, benefits, unemployment coverage, or remuneration of any sort for services rendered and have no assurance or reason to expect Ottawa University will offer employment following the Volunteer period. Volunteers are not provided access to the same campus systems, services, and facilities as employees. The Volunteer may be able to obtain some limited accesses by special request (as identified later in this handbook).

Volunteers are not covered by the Fair Labor Standards Act (FLSA) and are not considered employees for any purpose. In the event of an accident while a Volunteer is performing services for the University, the injury must be reported to the Compliance Department to record with the liability insurance company.

The Human Resource Department (HR), in consultation with the Chief Financial Officer, has the authority to determine whether services provided represent a volunteer service status pursuant to the interpretation of federal regulations.

Volunteer services may be declined and/or ended at the discretion of the University at any time by the unit for which services are being provided or by the HR. Similarly, the Volunteer may end service at any time.

Volunteers are subject to, and must abide by, all applicable University policies and procedures and all external regulations that govern their actions. This includes, but is not limited to, those relating to health and safety, confidentiality, intellectual property, protected information, non-discrimination, computer, and equipment use, ethics, conflict of interest, alcohol, and substance abuse, anti-violence, sexual misconduct, smoking, nepotism, and background checks. Applicable policies are included in, or referenced at, the end of this document.

Volunteers must satisfactorily complete all applicable training and orientation required by the unit for which they volunteer, and which is appropriate to their role. This training should be provided prior to commencing activities. Depending on the nature of the service, training may include topics related to any policy listed above or processes specifically related to the voluntary role.

IDENTIFICATION, APPROVAL, AND TRACKING

All volunteers will provide details required in the link provided above. HR will determine whether the request qualifies as eligible as a volunteer role. The first step is the completion of a background screening.

Volunteers are accountable and responsible for compliance with related University policy and may be subject to disciplinary action for the unit's failure to comply. Volunteers are additionally obligated to conduct themselves consistent with standards of professional behavior common to university expectations.

EXCLUSIONS

- Temporary, intermittent, or occasional employees, contractors, and student employees are not eligible for volunteer status.
- This policy does not apply to volunteers providing one-time service or for single events.
- This policy does not include services performed by students for student-, campus-, or community-related organizations.
- Volunteers are prohibited from engaging in any of the following activities while providing services to the University unless specifically approved in advance by the appropriate administrative authority and HR:
 - Operating heavy equipment,
 - Working with stored energy (steam, electricity, hydraulics)
 - Any activity considered **inappropriate** for any employee
 - Those already in a Contractual/Consultant Agreement with the University
 - Individuals under age 18 unless specifically approved in advance by the HR.
- An individual is not eligible to continue in a role of volunteer until they are vetted for services by HR.

SPECIAL CIRCUMSTANCES

Under unusual circumstances, an employee may serve as a volunteer when the paid work (job) is substantively different from the work offered as a volunteer. The purpose of the volunteer activity must comply with the definition in this policy. A University employee seeking to volunteer in any capacity must receive prior approval from the existing supervisor and from HR.

INJURIES

If an injury occurs to a volunteer while on university property and/or providing service to the University, the injury should be reported to the Compliance Department the same day so the injury may be documented and reported to the University's Liability Insurance Plan Provider.

When a University employee is volunteering outside of work hour and is injured, they are not eligible for coverage under the University's Worker's Compensation Policy. That employee/volunteer must follow the steps above for reporting the injury to the Compliance Department for documentation and reporting to the University's Liability Insurance Plan Provider.

UNIVERSITY POLICY & EXPECTATIONS

CODE OF CONDUCT AND ETHICS

The Code of Conduct and Ethics interprets the University's Mission Statement as it applies to the everyday decisions, behaviors, and actions of those within the Ottawa University Community.

GENERAL EXPECTATIONS

All members of the Ottawa University community are responsible for sustaining the highest ethical standards of the University, and of the broader communities in which it functions. The University values honesty, trust, fairness, respect, and responsibility and strives to integrate these values into its teaching, research, and business practices. It is the intent of the Code of Conduct and Ethics (Code) to protect academic freedom, promote a collegial atmosphere, encourage exceptional teaching and scholarship and to advance the mission and vision of the University.

The Code applies to administration, faculty, staff, students, vendors, contractors, and subcontractors, and to volunteers elected or selected to serve in university positions. It shall apply to conduct that occurs on all University locations as well as off-campus teaching locations. It shall also apply to University-sponsored activities and to off-campus conduct, ostensibly performed under university auspices, which affects the Ottawa University community and/or the person's fitness to perform his or her responsibilities. All persons, regardless of their position, or status within the University or the community, shall be responsible for their conduct throughout their relationship with the University.

UNIVERSITY COMPLIANCE OFFICER

The University Compliance Officer is responsible for overseeing the process by which complaints are investigated within the University. The University Compliance Officer regularly reports to the

Chancellor and the Chair of the Board of Trustees the categories of complaints brought forth and makes any recommendations for change. This position is appointed by the Chancellor and is currently our Associate Vice President for University Compliance, Carrie Stevens.

REPORTING IMPROPER CONDUCT

The policies and procedures included in this Handbook are applicable are essential for establishing a caring, Christ-inspired community of grace and open inquiry. Any questions related to policy should be referred to the University Compliance or Human Resources Departments.

Any person having reason to believe that a member of the Ottawa University community is engaged in conduct contrary to any established University policy and/or procedure and is acting in a manner contrary to this Code's expectations of honesty, trust, fairness, respect, and responsibility should report such conduct. In most cases, an individual the volunteer is assisting is the best person with whom to address an area of concern. However, if the individual is not comfortable speaking to this person, or is not satisfied with this person's response, the volunteer may notify another member of university management, a local unit Officer, Human Resources, the University Compliance Officer, or if a source outside the University is preferred, the external confidential **Compliance Hotline Service at (844) 719-2846** which operates 24 hours/day, 7 days a week can also be accessed online at www.ottawa.ethicspoint.com . Emergency situations which are an urgent safety or security issue must be made directly to 911. Any person who suspects a violation of the Code is required to report the conduct to the University's Compliance Officer.

The University Compliance Officer oversees the investigation of all reports and makes every effort to protect the identity of the person reporting the improper conduct to the extent possible. However, the University cannot guarantee confidentiality if identification of the person is necessary to institutional or law enforcement officials for the purposes of investigating the incident, or in order to complete a prompt and thorough investigation. The University Compliance Officer will not share the identity of the person reporting improper conduct or the results of his/her investigation with anyone whose responsibilities are not relevant to the case or who otherwise has no need for such information. In accordance with the nature of the complaint and the findings of the investigation, the University will take appropriate, corrective action.

Infractions of any policy or procedure set forth in this Handbook can result in corrective action, at the sole discretion of Ottawa University, up to and including ending the volunteer arrangement. In addition, any omission or misrepresentation during the course of serving as a volunteer may result in ending the volunteer role.

COMPLIANCE HOTLINE

The Compliance Hotline is an externally managed call center, independent of the University, staffed by intake specialist professionals. The Intake Specialist takes notes of the conversation, summarizes the call, and forwards it to the University Compliance Officer for investigation. Calls are not recorded. An individual, who reports a suspected violation of university policy and/or procedure or this Code, may make the report anonymously, if preferred. However, the caller's identification may assist with the investigation. The goal of the hotline, for non-emergency

situations, is to have an initial response back from the University in 5 business days so that the caller may call the hotline back for an update to the original call. The caller is able to do this anonymously using the case number assigned when he/she first called the hotline. At that time, the caller may be asked to provide additional information or to call back at a later date for an update.

RETALIATION

The University wants Volunteers and other members of the University community to raise serious concerns with the University, or its external Hotline, when necessary. Accordingly, Ottawa University prohibits retaliation in any manner against anyone who, acting in good faith, has reported a suspected violation of the Code or another suspected violation of university policy or procedure. A person who believes s/he has been retaliated against may file a written complaint with the University Compliance Officer or contact the confidential **Compliance Hotline service at (844) 719-2846**. A prompt investigation will be conducted and, if improper conduct occurred, appropriate corrective action will be taken, including the possible termination of employment, contractual relationship, or other relationship of the offending party with the University, as it deems appropriate under the circumstances. Such accusations are taken seriously and can be damaging to the career of a colleague. Therefore, any individual found to have made a knowingly false complaint under the guise of this policy shall be subject to corrective action.

Ottawa University is committed to equal opportunities for all members of the community and does not unlawfully discriminate in the recruitment or treatment of its' constituencies in any program on the basis of race, age, sex, color, religion, disability, national origin, sexual orientation, ethnicity, family and marital status, genetic information or any other characteristic protected by law.

For inquiries regarding this policy, please contact:

Carrie Stevens
Associate Vice President of Compliance/Title IX Coordinator
1001 S. Cedar Street
Ottawa, Kansas 66067
Phone: (785) 248-2326
Carrie.stevens@ottawa.edu

For further information on notice of non-discrimination, please contact:

The Office for Civil Rights
1010 Walnut Street, Ste. 320
Kansas City, Missouri 64106
Phone: (816) 268-0550 or 877-521-2172 (TTY)
Email: OCR.KansasCity@ed.gov

The **University's Code of Conduct and Ethics** is an integral part of all University Policy. To the extent a conflict exists or is perceived to exist between the expectations set forth in these policies and the expectations set forth in role specific handbooks, the higher standard of conduct shall control.

When an individual believes there has been any improper or questionable conduct relative to any policy by a person subject to this Code, regardless of the participant(s) in such conduct, the identified reporting procedure applies.

STANDARDS OF CONDUCT

All members of the Ottawa University community are expected to use good judgment and avoid even the appearance of impropriety in all their dealings with others. The University also prohibits unprofessional conduct and comments that may not amount to unlawful harassment.

CONFIDENTIALITY

The protection of confidential business information and trade secrets is vital to the interests and success of Ottawa University. Confidential information includes any/all information disclosed to or known by you because of employment or volunteer status with the organization that would not generally be known to people outside the organization about Ottawa University business.

An employee or volunteer who improperly uses or discloses trade secrets or confidential business information will be subject to disciplinary action up to and including termination of employment or removal from volunteer status and legal action, even if s/he does not actually benefit from the disclosed information.

Each Employee (including a Graduate Assistant) and volunteer may be asked to review and sign a Confidentiality Agreement as a part of their individual association with the University.

All inquiries from the media must be referred to the **University Chancellor's Office**.

SMOKE-FREE WORKPLACE

Ottawa University is dedicated to providing a healthy, comfortable, and productive work environment for all members of our community. For this reason, tobacco use is discouraged as a basic principle of good health.

The 2006 U.S. Surgeon General's Report, *The Health Consequences of Involuntary Exposure to Tobacco Smoke*, has concluded that:

- *secondhand smoke exposure causes disease and premature death in children and adults who do not smoke*
- *exposure of adults to secondhand smoke has immediate adverse effects on the cardiovascular system and causes coronary heart disease and lung cancer*
- *there is no risk-free level of exposure to secondhand smoke; and*
- *establishing smoke free workplaces is the only effective way to ensure that secondhand smoke exposure does not occur in the workplace, because ventilation and other air cleaning technologies cannot completely control for exposure of nonsmokers to secondhand smoke.*

Ottawa University is a smoke free University. This policy applies to all employees, clients, contractors, students, and visitors.

Smoking includes the use of any tobacco products, electronic smoking devices, and e-cigarettes containing nicotine cartridges.

- *Smoking is prohibited in any enclosed university facility.*
- *Smoking is prohibited on any outdoor university campus where two or more employees are together for work, class or to attend a campus event.*
- *Smoking is prohibited in restricted areas outside, on campus grounds (i.e., stadiums, bleachers, and parking lots).*
- *Smoking is prohibited within 20 feet of any University housing entrance.*
- *Smoking is prohibited within 20 feet of any other building entrances, operable windows, and ventilation system units of university buildings, owned, and operated.*

Smoking as a part of employment is only permitted during break times following the guidelines established above. Employees who smoke are expected to dispose of any smoking debris safely and properly. Visit [Centers for Disease Control and Prevention \(CDC\) Surgeon General's Reports on Smoking and Tobacco Use](#)

COMMITMENT TO SAFETY

Protecting the safety of university employees, students, volunteers, and visitors is the most important aspect of operating our organization.

All individuals have the opportunity and responsibility to contribute to a safe environment by using commonsense rules and safe practices, and by notifying those in leadership roles when any health or safety issues are present.

All individuals are encouraged to partner with those in leadership roles to ensure maximum safety for all.

EMERGENCY PROCEDURES

The safety of our employees, students, and visitors on our campuses is a top priority. Assuring proper safety on our campuses must be a joint effort among all members of the community. The University follows established procedures for managing emergency situations.

Should you discover an emergency on your campus, and the event requires public emergency support, **Call 911 IMMEDIATELY** as a first step.

Examples of an event requiring public support would be but are not limited to:

- Medical emergency of injury or illness
- Physical threats of violence
- Hazardous materials incident
- Bomb threat
- Severe Weather/Natural Disaster (fire, flood, earthquake, tornado)

In the event of an emergency, the local Campus Executive and Campus Security should be notified to assure communication is made and an appropriate level of action is taken from an administrative and safety perspective. Be sure to commit these numbers to memory at your campus location.

The University Emergency Alert System which is used to notify all members of the community about Emergency Situations. Access to sign up for notifications is available on the OU Portal for all members of the community.

All members of the community are strongly encouraged to visit the OU Portal at [Get the Message! Omnilert](#) to sign up and receive alerts in the event of a campus emergency.

Campus leadership, in cooperation with the University Executive Team, are responsible for establishing notices to the e2Campus system.

FIRE- In the event of a fire, or if a fire alarm is sounded in a university building, everyone in the building should evacuate the building at the nearest exit without delay.

SEVERE WEATHER- In the event of severe weather, all employees should take shelter at the lowest possible level of the building, away from glass doors and windows. Do not leave the building in this situation. [National Weather Service Website](#)

INFECTIOUS DISEASE CONTROL

The University takes proactive steps to protect all campuses in the event of an infectious disease outbreak. In the event of an infectious disease outbreak, the University strives to operate effectively, ensure that all essential services are continuously provided, and keep employees and volunteers safe within the workplace.

The University is committed to providing and communicating information about the nature and spread of infectious disease, including symptoms and signs to watch for, as well as required steps to be taken in the event of an illness or outbreak.

The University strives to do the following as a part of its planning:

- Assure grounds and facilities are safe for students, employees, and volunteers to occupy.
- Assure obvious hazards have been considered and removed.

- Address privacy issues of students, employees, and volunteers.
- Understand the varying levels of anxiety and needs which exist.
- Assure campuses are compliant with university and regulatory directives.

To prevent the spread of Infection in the workplace, the University employs a regular cleaning regiment for facilities, including the regular cleaning of objects and areas that are frequently used, such as bathrooms, breakrooms, conference rooms, door handles and railings. Each campus leadership team is responsible for monitoring and coordinating information, practices, and events around an infectious disease outbreak; as well as the create work rules needed to promote safety through infection control.

During times of increased infectious disease, Ottawa University will use the following protocols:

- Require all employees to exercise Social Distancing protocol where possible and practical. If appropriate Social Distancing cannot be safely practiced the individual should consider canceling or rescheduling the meeting or event.
- Direct that meetings be set, where possible and practical, in an audio or video conferencing (ZOOM or equivalent) environment where employees can attend from their own workspace or home workspace – until otherwise notified. If a meeting must be in person, strict social distancing protocol must be followed and cleared by the appropriate Cabinet Member.
- Provide hand sanitizer and disinfectant or disinfecting wipes in public areas and near entry/exit doors.
- Monitor use of, and frequently disinfect, common and high traffic areas.
- Limit business travel as needed for applicable circumstances.

Managers will monitor the workforce for infectious symptoms and not allow such individuals to physically return to work until they meet any established return-to-work guidelines currently in place. The University will also post signage listing any restrictions within buildings.

All students, employees, and volunteers must cooperate in taking steps to reduce the transmission of infectious disease in the workplace.

INCLEMENT WEATHER

Inclement weather poses its own set of issues and risks which require deliberate planning and communication with employees, students, visitors, and the entire University Community. In the event of inclement weather, the local Campus Executive and designated team will initiate the process to close the Campus and/or cancel classes as appropriate. Each designated team will maintain established procedures for handling such situations on each Campus.

Members of the community are offered the opportunity and encouraged to sign up for the University Emergency Alert System which is used to notify all members of the community about

inclement weather and potential school closing. All members of the community can access this platform to sign up for notifications on the OU Portal, [Get the Message! Omnalert](#).

In the event of inclement weather, members should check devices for alerts and subsequent information.

Members of the community, at each University location, are responsible for understanding procedures concerning handling inclement weather situations.

DRESS CODE

Ottawa University provides a casual yet professional work environment. Even though the dress code is casual, it is important to project a professional image to our customers, visitors, and coworkers.

All volunteers are expected to dress in a manner consistent with good hygiene, safety, and good taste. Please use common sense. Management is responsible for enforcing the dress code. Constructive feedback on your selection of business attire or personal hygiene may be offered to ensure we maintain the appropriate professional image. If, in business judgment, your attire or personal hygiene habits are not appropriate for the workplace, you may be required to return home to correct the problem.

While it is understood that fashions and styles change over time, certain dress guidelines may be provided to you at your university work location/unit and become a part of your requirements. These guidelines will reflect the local custom and professional image the University desires to project in each location/unit's community.

Any questions or complaints regarding the appropriateness of attire should be directed to your Unit Executive or the University Human Resources Department.

ANIMALS/PETS ON UNIVERSITY CAMPUS PROPERTY

Balancing the desire for flexibility and openness with campus security, liability, and health/safety issues for its employees, students, and visitors; animals/pets are prohibited from campus buildings or offices, including outdoor stadiums within gated areas, while the individual is working or attending events, etc.

An employee should never bring an animal/pet to work to remain on campus during established work time. This policy does not indicate animal/pet visitors are not welcome on campus from time to time. If an employee, student, or visitor brings an animal/pet to campus for an approved visit, the individual will abide by the following requirements:

- Clean up and discard of any waste the animal/pet leaves on university grounds and/or leased property.
- Assure the animal is on a leash no longer than 6 foot, when applicable.

- Be courteous of employees, students, and visitors.
- Refrain from bringing animals/pets around individuals who indicate they cannot be around the animal/pet due to health reasons or prefer not to be due to personal reasons.
- Keep the animal/pet out of specific areas or buildings that prohibit all animals/pets.
- The animal/pet is current with all required vaccinations, is under the control of the employee, student, or visitor always, and does not show any aggression toward any person or other animal/pet.

Individuals bringing an animal/pet to any campus space, inside or outside, are responsible and liable for any damage or injury caused by the animal/pet.

Exceptions to this policy are made for “Service Animals” which have been approved through proper ADA request/approval processes and within the guidelines of appropriate and applicable ADA Policy.

Violation of this policy will result in disciplinary action up to and may include termination of employment.

EMAIL ACCOUNTS

A volunteer can obtain a University email address upon request by the manager. Requests for OU email addresses will route through HR as part of a volunteer set up during the screening process.

PHONE ACCESS

The University’s Zoom phone system allows each person with an Ottawa email address to also receive and initiate phone calls. Not all individuals will have a specific phone number assigned. Requests for phone system access will route through the HR as part of a volunteer set up during the screening process.

NAMETAGS

A nametag can be ordered for a volunteer by a manager. Nametags will include the person’s name and the title (i.e., VOLUNTEER or VOLUNTEER COACH). Requests for nametags will route through HR (ouhr@ottawa.edu).

BUSINESS CARDS

The University will provide departmental business cards for a volunteer to use if approved by a department. Business cards will not include the volunteer by name. Requests will route through HR (ouhr@ottwa.edu).

VOLUNTEER SCREENING

The University screens all volunteers (as defined above) to minimize the risks and exposures volunteers can bring to the University. This screening policy applies to all units of the University and is conducted through a standardized approach.

All volunteer offers are contingent upon the receipt of clear results of a thorough screening. Although a disqualification is possible, in accordance with federal and state laws, a previous conviction does not automatically disqualify an applicant from consideration.

If a volunteer applicant attempts to withhold information or falsify information pertaining to previous convictions, the individual will be disqualified from further consideration.

A contingent offer is extended to an applicant prior to the completion of the screening. The volunteer's first day of assignment will not begin until the appropriate screening is complete, and the information is processed and reviewed.

Screenings may include:

- *Social Security* to validate the applicant's demographic information (i.e., date of birth, former addresses, etc.).
- *Prior Employment Verification* to confirm applicant's employment with the provided companies, including dates of employment, position held and additional information available pertaining to salary/wages, performance rating, and reason for departure and eligibility for rehire.
- *Multi-County Criminal* check from counties that applicants listed on the release form to confirm eligibility for assignment. This will include counties of past residence for a period of up to seven years.
- *Federal Criminal History* from the district court associated with current residence to check for any crimes committed in violation of federal law.

The following additional searches may be done if applicable to position responsibilities:

- *Motor Vehicle* to check driving history in the state requested. This search is run when driving is an essential requirement of the position.
- *Credit History* to confirm candidate's credit history. This search is run for positions that involve access to, or the management of, Ottawa University funds and/or handling of cash, as well as those with access to other related information.

The University reserves the right to request additional screenings. Any screening done with a current volunteer will be done using these same guidelines. There may be situations which warrant a new volunteer be placed on "probationary status" and subject to an additional screening again within a specified amount of time. Results of subsequent screening will determine whether the Volunteer will be able to continue.

US Department of Labor (DOL) Definition of a Volunteer:

"Individuals who volunteer or donate their services, usually on a part-time basis, for public service, religious or humanitarian objectives, not as employees and without contemplation of pay, are not considered employees of the religious, charitable or similar non-profit organizations that receive their service."