



Supervisor Information Regarding Volunteers

MD Volunteer Research Experience

General Liability

The extension of the University's General Liability Insurance is dependent on the nature of the volunteer activities. The policy will pay legal defense, settlement and court costs for claims brought by third parties against volunteers as a result of injury or damage caused by a volunteer while acting on behalf of the University. Any accident or incident that may result in a claim must be reported to the Office of the Vice Dean Research (OVDR) as soon as possible.

Health and Safety

The supervisor must ensure that the volunteer receives the appropriate level of protection, safety equipment and training required under law and University policy for the activity. This is essentially the same level of protection and training that is required for employees under similar circumstances.

Waiver and Releases

In instances where the work is hazardous and/or the volunteer activity is primarily for the benefit (or at the request) of the volunteer, a release/waiver of liability/document may be required. See the OVDR if this applies. Approved release forms are available from Risk Management and Insurance Services (966-8753).

Automobile Insurance

In general, the University does not cover claims arising from the use or operation of a volunteer's automobile. Any compensation that is provided to a volunteer with respect to the use of the volunteer's automobile is deemed to include insurance and maintenance costs. Volunteers should not be allowed to drive university owned vehicles or any other vehicle on behalf of the University.

Payment

Volunteers should not receive payment of any type, other than reimbursement of incurred expenses as agreed in advance. Payment in return for work, even if an 'honorarium', constitutes employment income and may shift the status of the volunteer to an employee according to CCRA rules. Any payment of this type should be reviewed with Human Resources in advance.