

EMERGENCY CONTACTS

1. Contact Name: _____

Telephone Number: _____ Relationship: _____

2. Contact Name: _____

Telephone Number: _____ Relationship: _____

REFERENCE CONTACTS

1. Personal Reference: _____

Phone # and e-mail: _____

2. Professional or work-related: _____

Phone # and e-mail: _____

I certify that all information provided by me in this Volunteer Application is true and complete. I authorize Roger Williams University, including Roger Williams University School of Law ("University"), to conduct any investigation with respect to my application and release the University, my former employers, and references from any liability from damage caused by giving or receiving information about me.

Applicant Signature: _____

Date: _____

APPROVALS

Human Resources: _____

Date: _____

Office of General Counsel: _____

Date: _____

ROGER WILLIAMS UNIVERSITY AND
ROGER WILLIAMS UNIVERSITY SCHOOL OF LAW

VOLUNTEER ACKNOWLEDGMENT

I hereby acknowledge that I have received, read and reviewed the following information regarding Roger Williams University and Roger Williams University School of Law (collectively, the “University”) policies and reporting obligations related to sexual harassment and sexual abuse of minors:

- ___ Roger Williams University and Roger Williams University School of Law Sexual Harassment Policy and Procedures
- ___ Title IX Responsible Employee Statement
- ___ Rhode Island Mandatory Child Abuse and Bystander to Sexual Assault Reporting Laws
- ___ Protection of Minors Policy
- ___ United Educators “Shine a Light” Video (Shine A Light Training)

I further acknowledge and understand that in my capacity as an authorized volunteer at the University, I am expected to comply with such laws, policies and procedures and will report information about sexual harassment and sexual abuse of minors in the manner specified by the University in the above-listed documents.

Printed Name: _____

Signature: _____

Date: _____

Roger Williams University and Roger Williams University School of Law Sexual Harassment Policy & Procedures

POLICY STATEMENT

Sexual Harassment is a form of gender-based discrimination which violates federal and state law as well as Roger Williams University and Roger Williams University School of Law (hereinafter “university”) policy prohibiting discrimination on the basis of gender. It is forbidden by the university and it is inexcusable regardless of circumstances. Transgressions and supervisory condonation of such transgressions will result in disciplinary action, up to and including termination. This policy applies to students, faculty, staff, and university officers equally as described below. Further, its mandate shall, to the extent contractually feasible, be applied fully to contractually affiliated entities at the university.

PROSCRIBED CONDUCT

There are currently two (2) distinctly recognizable and forbidden forms of sexual harassment, both of which constitute terminable conduct.

1. Quid Pro Quo Harassment: This harassment is an intentional, intolerable exploitation of a position of power and authority such as unwelcome sexual advances, requests, or demands for sexually based favors or other gender based verbal or physical conduct where submission to or rejection of such conduct by an individual is used, by the person(s) in a position of power or authority, as a basis for employment, academic, or institutional environment decisions affecting such individual.
2. Hostile Environment Harassment: This harassment arises where one or more members of the university community engage in gender based conduct that unreasonably creates an intimidating, hostile, or offensive working and/or study environment that has the effect of altering one’s work or academic performance and the conditions of employment or study at the university. It may arise independent of the supervisor/subordinate or teacher/student relationship (e.g., co-worker to co-worker) and the conduct need not be overtly sexual in nature but merely gender differentiating. As a general guiding principal established herein, no gender based actions that are not specifically and officially endorsed by the university (e.g.; separate rest room facilities) are authorized or condoned. Currently, as established under controlling case law interpretation of both state and federal laws, hostile environment sexual harassment consists of conduct that: (1) would not have occurred but for the victim’s gender and (2) is sufficiently severe or pervasive as (3) adjudged by the reasonable person (of the same gender as the victim under Rhode Island law) to (4) adversely affect a victim’s work or other conditions of employment or academic performance or study environment. The university will continue to provide education and training as to illegal and intolerable conduct rising to the level of sexual harassment.

ENFORCEMENT

The university will fully investigate all charges of sexual harassment filed pursuant to this policy and render a deliberative finding, taking immediate corrective action in cases where the record so warrants. Individuals found to have engaged in such misconduct shall be accordingly disciplined. This misconduct is grave on its face and terminable. Supervisory personnel who witness what they believe is harassing conduct of subordinates or colleagues or are in receipt of formal or informal allegations of such conduct are obligated to report same to the university through the procedures detailed below.

All employees or students who witness or have tangible evidence of potentially harassing conduct are responsible to cooperate fully and honestly with the university in its investigation of such alleged conduct. Failure to do so impedes the university's search for facts necessary to appropriate determination and is, in itself, disciplinable. Employees and students who fully, honestly and forthrightly cooperate with the university in its investigation and the enforcement of this policy shall be deemed to be operating within the scope of employment and/or as agents of the university and for such cooperation shall be covered by the university's indemnification policy.

EDUCATION AND TRAINING

As a necessary, proactive measure of policy integrity and enforcement, the university will provide mandatory education and training for members of the university community to ensure understanding and appreciation of the Policy, the laws as amended and re-interpreted from time-to-time, (which serve as a basis for this policy and its proscriptive measures) and the Procedures. This education and training will be coordinated through the university's Department of Human Resources and provided by or through formally designated members of the university community with knowledge of the laws and this policy's parameters. Information regarding provision of university education and training on sexual harassment may be obtained from the Department of Human Resources. Information and guidance as to this policy and its procedures as well as to respond to specific questions relative to the law of sexual harassment may be obtained from the Office of General Counsel.

CONFIDENTIALITY

While all reasonable efforts will be made to respect the confidentiality of all parties to, witnesses of, and any other employee or student with evidence of, sexual harassment charge(s), the university is obligated to fully address all charges of such conduct and cannot guarantee total confidentiality where it will impede the search for truth and the necessary findings of fact as it relates to the law and university policy. A thorough investigation, including discussing witnesses' accounts and confronting the accused will often transpire. A charge of sexual harassment is most serious, cannot and will not be taken lightly and cannot and will not be "off the record".

RETALIATION

Retaliatory action under any and all circumstances taken against an individual who files a complaint of sexual harassment honestly and in good faith, or who is cooperating with the university's investigation into such allegation, is prohibited and terminable.

MALICIOUS ALLEGATIONS/ACTIONS

False charges of sexual harassment made knowingly or with wanton reckless disregard for the truth and veracity thereof, shall be considered malicious charges and are not within the scope of anyone's employment. The university reserves the right to impose sanctions against the accuser up to and including termination. Repeated filing of frivolous charges will be considered reckless disregard for the truth and veracity of said charges. Neither failure to substantiate a sexual harassment charge nor a university finding that sexual harassment did not occur, of itself, constitutes malicious charge(s).

ELECTION OF REMEDIES

Neither this Policy nor its correlative Procedures preclude the accuser from filing charges with any external agency or otherwise seeking redress pursuant to law. At such election, at any stage of the process, the procedure will be handled directly by the university's Office of General Counsel, but shall otherwise continue to operate through to resolution as set out under "PROCEDURES" below.

- PROCEDURES -

The university's sexual harassment policy must be adhered to by all members of the university community. Any student or employee who honestly feels subjected to or has witnessed sexual harassment, as outlined in the policy and elaborated upon in educational sessions provided by the university, should immediately report the conduct to the university designated intake agents(s) as follows:

1. Students report the conduct to the Title IX Coordinator, Dr. Jennifer M. Stanley, 254-3123, office in Center for Student Development (2nd Floor), email: jstanley@rwu.edu.
2. Employees report the conduct to Mr. Thomas McDonough, Assistant Vice President for Human Resources, 254-3797, office in the North Campus Office Building, email: tmcdonough@rwu.edu.
3. Alternatively, at either the election of the reporting/charging party or the referral of either of the two offices listed above, the Office of the General Counsel, 254-5379, shall serve as intake agent.
4. Should the allegations involve personnel in either of the offices set out in 1. and 2. above, or personnel in the Office of the President, the matter shall be reported directly to the Office of General Counsel. If the allegations involve personnel in the Office of General Counsel, the matter shall be reported to the Office of the President.

Immediately upon receiving notification of conduct alleged to be gender based harassment, the Office identified above, as the initial intake agent of the university except under Provision 4., shall notify the Office of General Counsel (if it is not already serving as the intake agent) and commence investigation of the alleged conduct, maintaining confidences to the extent practicable. The investigation and all subsequent steps in the procedure will be conducted in accordance with direction from the Office of General Counsel.

Should Provision 4., above, be invoked concerning an allegation of gender-based misconduct in the Office of General Counsel, investigation will be conducted by or at the direction of the Office of the President, using the procedure outlined below, while adjusting the process as necessary to avoid conflict of interest within the Office of General Counsel.

The President, Senior Vice President(s), or Vice President(s) supervising the division of the accuser and the accused shall, to the extent not compromising the integrity of this policy and procedure, be apprised of the matter following initial intake and shall be kept apprised of and involved, as appropriate, in the investigation and findings.

STEP 1 – INTERVENTION

This process is prerequisite to formal hearing and the recording of the university's official, investigated findings of whether or not sexual harassment has occurred and/or whether a malicious claim has been filed. It provides no specific sanctions but addresses each matter individually, as confidentially as practicable, and seeks formal resolution by written agreement of all parties to the conduct alleged by the accused, to be gender based, harassing, unwelcome, and intolerable.

The intervention process shall include the following:

1. Interview, by an intake agent, of the accuser and creation of a separate formal record to be maintained in the intake office with final copy, following failed or successful resolution of the intervention, to the

Office of General Counsel.

The intervention may include the following:

1. Interview, by an intake agent, of the accused, setting forth the allegations and making record of the response, complete with specific information as to rebuttal witnesses and other information offered that is conducive to resolution.
2. Discussion with both accuser and accused of formal resolution to which each would agree in writing before involving testimony and evidentiary practices that may erode the confidentiality of the complaint and the parties.
3. If both parties are amenable to formal resolution at the intervention step as proposed by the university through its intake agents(s), a formal agreement will be prepared by the Office of General Counsel after consultation and debriefing with the intake agent, provided to accuser and accused for signing and then implemented according to its terms.

TIME LIMITS

From receipt of accusation to intervention resolution, a period of thirty (30) calendar days is the time limit for Step 1 intervention upon all parties to the allegation. The time limit may be extended by formal agreement of the accuser and the university. Where the accused has been properly joined at the intervention step, extension of time limits need also evidence the accused's agreement. Absent resolution or mutual agreement to extend the time limit, the allegation will be forwarded to Step 2 of the procedure.

STEP 2 – FACT FINDING

Unless the accuser expressly wishes to withdraw the allegations, Step 2 shall be convened and shall proceed, either (1) thirty (30) days failing formal resolution at Step 1 following initial intake interview and explanation of the procedure or (2) immediately, if the accuser does not wish to proceed at Step 1, but wishes to commence a formal investigation.

1. The record established at Step 1 shall be forwarded to the designee (Factfinder) of the President.
 - a. If the matter involves the Office of the President, the Factfinder will be the Office of General Counsel.
2. From inception of Step 2 through formal finding by the Factfinder, not more than sixty (60) calendar days shall elapse absent special circumstances and in no event shall more than ninety (90) days elapse, except by consent of the parties.
3. The Factfinder shall review the record established at Step 1 and investigate the allegation(s) further as warranted. This investigation, as illustrative of the search for credible facts, would include:
 - a. Re-examination of the accuser and/or accused as warranted.
 - b. Discussion with and testimony by witnesses
 - c. Gathering of credible non-testimonial evidence corroborating or rebutting the allegation(s), response and testimonial evidence.

While good faith effort at maintaining circumspect publication and disclosure of allegations, corroboration, rebuttal and the personnel involved will be the order of this Policy and Procedure, confidentiality cannot be promised to the extent it impedes credible resolution of the allegations.

4. At the conclusion of the fact finding process, the designee shall determine either:

a. There is no cause for a finding of sexual harassment.

OR

b. There is cause, based on the facts found, to find sexual harassment.

AND/OR

c. There has been a malicious filing of a sexual harassment complaint.

The Factfinder's determination, with the basis therefore, shall be set out in writing and forwarded in confidence to the President of the university (or in the case of a determination involving the Office of the President, to the Office of General Counsel) with official, sealed copy to the accuser, the accused, the university's Assistant Vice President of Human Resources, Office of General Counsel, and the Senior Vice President or Vice President(s) of the accused and the accuser. If the allegation involves a student as accuser, accused or both, an official, sealed copy will also be forwarded to the Title IX Coordinator and the Vice President for Student Life.

STEP 3 – SANCTIONS

Should there be a finding of sexual harassment or malicious filing of such charge(s) following Step 2 herein, the matter will be formally referred to the Office of General Counsel (if not already residing therein) who, following consultation with the appropriate university officers, will provide counsel and professional services as to appropriate sanction(s) and the implementation thereof. Sanctions may include, by way of illustration but not limitation, termination or expulsion, suspension, probation, reprimand, warning, directed counseling and/or mandatory education and training.

STEP 4 – GRIEVANCE

Appeal of a finding accompanied by disciplinary sanctions (as set out in Step 3 above), shall be referred to the university's standing policies for handling employee grievances and/or student appeals of disciplinary sanctions.

WITHDRAWAL OF ALLEGATION

If the accuser determines to withdraw the allegation(s) of sexual harassment at any time during any step in the procedure, the withdrawal must be in writing and specify voluntary retraction of the complaint. This action will not preclude further investigation, findings, or sanctions as imposed by the University.

EMPLOYMENT DISCRIMINATION ENFORCEMENT AGENCY

Rhode Island Commission for Human Rights, 180 Westminster Street, 3rd Floor, Providence, RI 02903 (401-222-2661).

Revised (Administrative Updates Only) and Approved by President's Cabinet March 22, 2017

Title IX Responsible Employee Statement

Roger Williams University (the “University”) strongly encourages all members of its campus community to report information about an alleged incidents of sexual harassment, including sexual violence, sexual misconduct or other sex or gender-based discrimination, of which they have become aware to any of the following University officials. This includes but is not limited to reports of dating violence, domestic violence, sexual assault, and stalking.

Title IX Coordinator: Dr. Jen Stanley
Title IX Coordinator / Associate Dean
jstanley@rwu.edu (401) 254-3123

Deputy Title IX Coordinator for Employees: Amy Lanoie
Employment Specialist
alanoie@rwu.edu (401) 254-3190

Deputy Title IX Coordinators for Students: Heidi Hartzell
Student Life Compliance Manager
hhartzell@rwu.edu (401) 254-3020

Danny DiCamillo (*specializing in LGBTQ*)
Assistant Director of Residence Life
ddicamillo@rwu.edu (401) 254-3161

Deputy Title IX Coordinator for University College (Providence) - interim: Gena Bianco
Dean, University College
gbianco@rwu.edu (401) 254-5602

Deputy Title IX Coordinator for Faculty: Betsy Learned
Dean of University Library
elearned@rwu.edu (401) 254-3625

Deputy Title IX Coordinator for Athletics: Kiki Jacobs
Director of Athletics, Intramurals & Recreation
kjacobs@rwu.edu (401) 254-3428

Deputy Title IX Coordinator for the School of Law: Lorraine Lalli
Assistant Dean of Students, School of Law
llalli@rwu.edu (401) 254-4593

For purposes of its reporting obligations under Title IX, the University has designated the following as **Responsible Employees**:

- The President and Members of the Cabinet
- Academic Administrators
 - Academic Deans
 - Center for Student Academic Success

- Study Abroad
- Center for Career and Professional Development
- Faculty
- Student Life
 - Athletics Staff
 - Student Life Office Staff
 - Residential Life and Housing Staff, including Resident Assistants (RAs)
 - Student Conduct and Conflict Resolution Staff
 - Student Programs and Leadership Staff
 - Dining Management
 - Conferences Staff
- Intercultural Center Staff
- Human Resources Staff
- Public Safety Staff

Responsible Employees must report to one of the University officials specifically listed above (Title IX Coordinator or Deputy) all information about any alleged incident of sexual harassment, including sexual violence, sexual misconduct or other sex or gender-based discrimination, of which they have become aware. This includes but is not limited to reports of dating violence, domestic violence, sexual assault, and stalking.

No member of the University community, with the limited exception of professional Center for Counseling and Student Development Staff, professional Health Services Staff and the University Chaplain and Associate Chaplains, may promise the absolute confidentiality of information about an alleged incident of sexual harassment, including sexual violence, sexual misconduct or other sex or gender-based discrimination, brought to their attention. This includes but is not limited to reports of dating violence, domestic violence, sexual assault, and stalking.

Rhode Island Mandatory Child Abuse and Bystander to Sexual Assault Reporting Laws

All members of the Roger Williams University community should be aware that Rhode Island law requires reporting of known or suspected child abuse or neglect and reporting of first degree sexual assault or attempted first degree sexual assault occurring in a bystander's presence.

- Known or Suspected Child Abuse or Neglect

Rhode Island General Laws § 40-11-3 requires mandatory reporting of known or suspected child abuse or neglect, providing in part:

Any person who has reasonable cause to know or suspect that any child has been abused or neglected as defined in section 40-11-2 or has been a victim of sexual abuse by another child shall, within twenty-four (24) hours, transfer that information to the department of children, youth and families or its agent who shall cause the report to be investigated immediately.

R.I.G.L. § 40-11-3(a). "Abused and/or neglected child" is defined as any child "whose physical or mental health or welfare is harmed or threatened with harm when their parent or other person responsible for their welfare" commits or allows to be committed any one of certain enumerated offenses, including sexual assault. R.I.G.L. § 40-11-2(1) and (1)(ix). "Person responsible for child's welfare" is defined as "the child's parent, guardian, any individual, eighteen (18) years of age or older, who resides in the home of a parent or guardian and has unsupervised access to the child, foster parent, an employee of a public or private residential home or facility, or any staff person providing out-of-home care (out-of-home care means child day care to include family day care, group day care, and center-based day care)." R.I.G.L. § 40-11-2(9).

Information about known or suspected child abuse or neglect should be reported to the Rhode Island Child Abuse Hotline: 1-800-RI-CHILD (1-800-742-4453).

[The full statute is available here.](#)

- First Degree or Attempted First Degree Sexual Assault Occurring in Bystander's Presence

Rhode Island General Laws § 11-37-3.1 requires that a bystander to first degree sexual assault or attempted first degree sexual assault immediately report such offense to the police:

Any person, other than the victim, who knows or has reason to know that a first degree sexual assault or attempted first degree sexual assault is taking place in their presence shall immediately notify the state police or the police department of the city or town in which the assault or attempted assault is taking place of the crime.

R.I.G.L. § 11-37.3.1.

[The full statute is available here](#)

If you have information about any such matter occurring on campus or involving a member of the campus community, please contact the Department of Public Safety immediately at (401)254-3333 or ext. 3333 or 4357 (HELP) from a campus phone.

If you have questions about the state mandatory reporting requirements, please contact the Department of Public Safety at 401-254-3611 (ext. 3611) or the Office of General Counsel at 401-254-5379 (ext. 5379).

ROGER WILLIAMS UNIVERSITY
PROTECTION OF MINORS POLICY

PURPOSE

Roger Williams University (including Roger Williams University School of Law) (collectively, the “University”) is committed to promoting a secure and safe environment for minors on its campuses and for those who participate in any University-sponsored events or programs, whether on or off campus. This policy establishes consistent standards intended to articulate the University’s expectations with regard to the protection of minors on campus and/or in University-sponsored events or programs and each individual’s obligations to report any instances of known or suspected child abuse or neglect.

SCOPE

This policy applies to all University employees, students, agents, contractors and authorized volunteers.

POLICY STATEMENT

Background Checks

All individuals who have direct contact with persons under the age of eighteen (18) (hereinafter “minors”) or supervise a program with minors must undergo a nationwide criminal background check before participating in programs and activities with minors on campus. Such background screening will include, at a minimum, criminal history and sexual offender registry searches.

1. University Programs: Human Resources (“HR”) will conduct background checks for all non-University employees, including students and volunteers, working with minors. HR also will conduct background checks on University employees at the time of onboarding and on a set schedule thereafter.
2. Third-Party Programs: Organizations sponsoring such programs on University premises or using University resources and/or personnel must conduct national criminal background checks at their own expense on all staff, volunteers, contractors and agents participating in the programs. Prior to the start date of any third-party program, sponsoring organizations also must warrant, in writing, that all participants in the programs have cleared such background checks.
3. Self-Disclosure: After completion of an initial background check, individuals working with minors are expected to disclose any new criminal arrests or convictions to the University within forty-eight (48) hours of its occurrence and to cooperate in providing information necessary to evaluate the circumstances of the arrest/conviction.

Mandatory Reporting

All persons in Rhode Island who have reasonable cause to know or suspect that any child has been abused or neglected by a parent or caregiver or who has been a victim of sexual abuse by another child are required by law (R.I. Gen. Laws § 40-11-3) to report such known or suspected cases of neglect or abuse to the Rhode Island Department of Children, Youth and Families within twenty-four (24) hours of becoming aware of such actual or suspected abuse/neglect.¹

Upon reasonable cause to believe that a minor participating in a program at the University may be abused or neglected, each person is required to make two reports immediately:

1. First Report: Report to the Rhode Island Department of Children, Youth and Family Services Child Protection Hotline at 1-800-RI-CHILD or 1-800-742-4453.
2. Second Report: Report to the University's Department of Public Safety at 401-254-3333 (on campus, ext. 3333) to confirm that the first report has been made.

All reports made pursuant to this Policy shall include all relevant information known to the reporter at the time of the report, to include:

- the date, time and location of the known or suspected incident(s);
- the date that the incident(s) was/were reported to, suspected by, or made known to the reporter;
- the identities and ages of the victim(s), and if known, the alleged perpetrator(s);

¹ Under Rhode Island law, "abused or neglected child" means a child whose physical or mental health or welfare is harmed, or threatened with harm, when his or her parent or other person responsible for his or her welfare: (i) Inflicts, or allows to be inflicted, upon the child physical or mental injury, including excessive corporal punishment; or (ii) Creates, or allows to be created, a substantial risk of physical or mental injury to the child, including excessive corporal punishment; or (iii) Commits, or allows to be committed, against the child an act of sexual abuse; or (iv) Fails to supply the child with adequate food, clothing, shelter, or medical care, though financially able to do so or offered financial or other reasonable means to do so; or (v) Fails to provide the child with a minimum degree of care or proper supervision or guardianship because of his or her unwillingness or inability to do so by situations or conditions such as, but not limited to: social problems, mental incompetency, or the use of a drug, drugs, or alcohol to the extent that the parent or other person responsible for the child's welfare loses his or her ability or is unwilling to properly care for the child; or (vi) Abandons or deserts the child; or (vii) Sexually exploits the child in that the person allows, permits, or encourages the child to engage in prostitution as defined by the provisions in § 11-34.1-1 et seq., entitled "Commercial Sexual Activity"; or (viii) Sexually exploits the child in that the person allows, permits, encourages, or engages in the obscene or pornographic photographing, filming, or depiction of the child in a setting that, taken as a whole, suggests to the average person that the child is about to engage in, or has engaged in, any sexual act, or that depicts any such child under eighteen (18) years of age performing sodomy, oral copulation, sexual intercourse, masturbation, or bestiality; or (ix) Commits, or allows to be committed, any sexual offense against the child as such sexual offenses are defined by the provisions of chapter 37 of title 11, entitled "Sexual Assault", as amended; or (x) Commits, or allows to be committed, against any child an act involving sexual penetration or sexual contact if the child is under fifteen (15) years of age; or if the child is fifteen (15) years or older, and (1) force or coercion is used by the perpetrator, or (2) the perpetrator knows, or has reason to know, that the victim is a severely impaired person as defined by the provisions of § 11-5-11, or physically helpless as defined by the provisions of § 11-37-1(6).

- if applicable, the name, title and contact information for every University employee, agent, contractor or volunteer who is believed to have direct knowledge of the abuse or misconduct;

In cases where it is reasonably believed that a child is in imminent or continuing danger, the reporter should first contact the Police (by dialing 911) and then immediately thereafter the University's Department of Public Safety at 401-254-3333 (on campus, ext.3333).

Any doubt about reporting a case of suspected abuse or neglect should be resolved in favor of making an immediate report. State law (R.I Gen. Laws §40-11-4) provides that any person participating in good faith in making a report of known or suspected abuse or neglect shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed. Further, it is the policy of the University that no member making a good faith report of suspected abuse or neglect will be disciplined or retaliated against in the terms and conditions of employment or in their educational program for making such reports.

Failure to report known or suspected child abuse pursuant to this Policy and the statutory requirements with which it is aligned may result in appropriate disciplinary measures in accordance with applicable personnel policies and procedures, collective bargaining agreements, and applicable Student Code of Conduct provisions.

Adopted by President's Cabinet on May 7, 2020

Roger Williams University

Volunteer Policy

Purpose:

This policy is intended to establish the guidelines by which Roger Williams University, including Roger Williams University School of Law (“University”), permit individuals to volunteer their services to the University. This policy does not apply to currently enrolled University students or University employees.

Definitions:

Volunteer: An individual who freely and without pressure or coercion from the University offers a service or contributes knowledge and/or skills to the University without expectation of compensation in cash or in kind benefits and without expectation of future employment at the University.

Category One Volunteer: A Volunteer who has a significant or recurring presence on campus and/or has significant or recurring interaction with students. Examples of Category One Volunteers include athletic team volunteer coaches, club advisors, and family members of University employees who participate in study abroad trips in a chaperoning/supervisory capacity.

Category Two Volunteer: A Volunteer who has a limited presence on campus and/or limited interaction with students. Examples of Category Two Volunteers include Parents Association volunteers, student move-in day volunteers, and phonathon volunteers. Most volunteers whose services are limited to one day will be considered Category Two Volunteers.

Please contact the Department of Human Resources or the Office of General Counsel if you have any questions regarding the appropriate categorization of a potential Volunteer.

Guidelines:

The head of each department or his/her designee is responsible for managing Volunteers, identifying assignments for Volunteers, and developing lines of accountability and supervision for Volunteers.

Absent written permission from the Department of Human Resources, Volunteers must be eighteen (18) years of age or older. Volunteers must abide by all University policies and procedures and all federal, state, and local laws and regulations that govern their actions. Additionally, Volunteers must comply with all directives and instructions as communicated by the applicable department head or his/her designee. The University may dismiss Volunteers at any time in its sole discretion for any reason or no reason.

Volunteers will not be considered employees or independent contractors of the University. Volunteers will receive no compensation, monetary or otherwise, from the University, nor will they be reimbursed by the University for any expenses incurred or have any expenses paid for by the University. Volunteers are not eligible to receive University fringe benefits, including but not limited to retirement benefits, health, dental, or life insurance, or workers’ compensation.

Absent written permission from the University's Office of General Counsel, Volunteers may not perform the following activities at the University: (i) operate heavy equipment, (ii) operate University owned, rented, or leased motor vehicles (as governed by the University's Motor Vehicle Use Policy), (iii) operate University-owned watercraft; or (iv) handle hazardous substances.

Category One Volunteers:

Category One Volunteers must complete a Volunteer Questionnaire and Background Check Waiver before they are permitted to volunteer at the University. Please contact Human Resources for Background Check Waiver.

- Volunteer Questionnaire
http://www.rwu.edu/sites/default/files/downloads/hr/volunteer_questionnaire.pdf
- Shine A Light Training
http://minorsoncampus.ue.org/shine-a-light-he/?_ga=2.216845846.128257846.1591017341-471323130.1567107578
This 10-minute video is designed to make you aware of potential situations of sexual abuse of children or teens on campus. It is intended for adults at higher education institutions.

The Office of General Counsel will review each Volunteer Application to determine whether the proposed volunteer assignment is permissible under applicable laws and regulations. If approved by the Office of General Counsel, Category One Volunteers must sign a Volunteer & Waiver of Liability Agreement before they are permitted to volunteer at the University.

The Department of Human Resources will notify the applicable department head or his/her designee when the Category One Volunteer is cleared to begin volunteering at the University.

Category Two Volunteers:

Category Two Volunteers do not need to complete any forms and are not required to undergo a background check before volunteering their services at the University.

Adopted 9/1/2010 by the President's Cabinet
Administrative Revision 07/10/2014