



Intermittent/Occasional Volunteers (IOVs) support special events, cultural activities, and other University-sponsored activities, or support docents. IOVs do not need access to University systems or services, will not perform [security- or safety-sensitive](#) or [export control](#) duties, and do not have assignments that involve [interacting with non-enrolled minors](#) or require [specialized University training](#).

This agreement is specific to Intermittent/Occasional Volunteers. For more information on IOVs or other types of DCCs, please see <http://hr.arizona.edu/employees-affiliates/affiliates>.

To create an Intermittent/Occasional Volunteer Agreement, please complete the following three steps:

1. Enter all the required information regarding this agreement.

Volunteer's Name:	Enter Volunteer's Name
Department Name:	Pima County/UA POD
Assignment Period Start Date:	January 18, 2021
Assignment Period End Date:	June 30, 2021
Duties and Responsibilities of the Assignment: (250 Character Limit)	UA POD duties as assigned
Supervisor's Name for the Assignment:	Jenna Elmer
Supervisor's Title:	Staffing Coordinator

2. Click the "Generate Agreement" button below.

Generate Agreement

3. Print all the subsequent pages after this page and secure signatures. Departments will attach a copy of the completed IOV agreement when requesting a Designated Campus Colleague (DCC) relationship in UAccess Manager Self-Service.



INTERMITTENT/OCCASIONAL VOLUNTEER AGREEMENT

The University of Arizona is generously supported by Intermittent/Occasional Volunteers and other Designated Campus Colleagues who contribute their time, services and expertise to help the University accomplish its missions of teaching, research, service and outreach. As a Volunteer, you are not an employee of the University; however, you are required to follow all Arizona Board of Regents and University rules and policies regarding the conduct of University employees. This Agreement also establishes standards and guidelines so that both you and the University understand the nature of your Volunteer relationship and the limitations of such a relationship.

The Arizona Board of Regents (hereafter either ABOR or the “University”) and Enter Volunteer’s Name hereafter “Volunteer”) agree to the following terms.

1. **VOLUNTARY SERVICE** – Volunteer agrees that he or she is volunteering in **Pima County/UA POD** solely for personal, civil, educational, charitable or humanitarian purposes without promise or expectation of compensation, benefits or future employment with the University beyond any specified reimbursement agreements. Volunteer acknowledges that he or she is not an employee of the University. If Volunteer becomes an employee of the University while serving as a Volunteer, he or she agrees to immediately notify **Pima County/UA POD** and understands he or she may no longer provide services as a Volunteer or other Designated Campus Colleague.
2. **AUTHORIZATION TO WORK/VOLUNTEER** – If Volunteer is not a citizen or permanent resident of the United States, he or she affirms that he or she has the appropriate visa status that authorizes him or her to be present in the United States and allows him or her to participate in this volunteer experience. Volunteer also affirms that he or she has submitted documentation to this effect to **Pima County/UA POD** and agrees to immediately inform his or her departmental sponsor or **Pima County/UA POD** business office of any change to his or her visa status that impacts his or her ability to provide the services contemplated in this Agreement.
3. **ASSIGNMENT PERIOD** – Volunteer will begin his or her volunteer assignment on **January 18, 2021**, and it is anticipated that his or her assignment will end no later than **June 30, 2021**. Volunteer understands and agrees that the University may extend the duration of this assignment without requiring him or her to sign another agreement unless requested to do so. This includes extensions that may occur at the beginning of each fiscal year.
4. **REPORTING RELATIONSHIP** – Volunteer will coordinate his or her services through **Jenna Elmer** and **Pima County/UA POD**.
5. **ASSIGNMENTS AND DUTIES** – Understanding that Volunteer is providing services on a voluntary basis, he or she nevertheless agrees to follow the directions of administrators, faculty, or staff and to abide by ABOR and University policies and procedures while carrying out his or her Volunteer assignments. Volunteer will engage in the following activities:

UA POD duties as assigned

6. **NOTIFICATION OF POLICIES** – Volunteer acknowledges that he or she has been given access to all University policies at <http://policy.arizona.edu/> and understands that he or she has received and is expected to review the following University policies as a requirement of signing this Agreement:
 - a. Equal Employment Policy at <http://equity.arizona.edu/policies/equal-employment-policy>; and,
 - b. Nondiscrimination and Anti-Harassment Policy at <http://policy.arizona.edu/human-resources/nondiscrimination-and-anti-harassment-policy>.

Volunteer also understands that he or she is required to successfully complete all applicable training required for performing the Volunteer assignments.

7. **CLINICAL TEACHING** – If Volunteer is participating in clinical teaching, Volunteer agrees either that he or

she has signed or will sign a preceptorship agreement with the University, or that Volunteer is employed by an institution that has executed a preceptor agreement on behalf of its clinician employees.

- 8. **INTELLECTUAL PROPERTY** – Volunteer acknowledges that if any intellectual property is developed by Volunteer in the course of performing services for the University, the Arizona Board of Regents (“ABOR”) may claim ownership of such intellectual property, in accordance with the Arizona Board of Regents Intellectual Property Policy and supplementing University of Arizona Intellectual Property Policy (collectively, the “IP Policy”). According to the IP Policy, University owns intellectual property that is developed by individuals within the course and scope of performing services for the University, and using significant University resources (with certain exceptions as further described in the IP Policy). The University does not, however, assert ownership of intellectual property that is developed by Volunteer prior to, or outside the scope of, performing services for the University. Volunteer agrees to promptly disclose to the University’s Tech Launch Arizona any intellectual property it develops in the performance of the services that may be subject to the IP Policy. To the extent any such intellectual property is owned by ABOR according to the IP Policy, Volunteer agrees to assign, and hereby does assign to ABOR, all right, title, and interest in and to such intellectual property, and agrees to provide reasonable assistance to the University to maintain and perfect its ownership rights in such intellectual property.
- 9. **INSURANCE** – Volunteer understands that as a non-employee, he or she is not provided worker’s compensation insurance for injuries that might arise while providing volunteer service to the University, and it is recommended that volunteers carry personal medical insurance to cover medical expenses that might be incurred. The University does provide, at no cost to the volunteer, basic accident insurance coverage for treatment of volunteer injuries, but the coverage is in excess of any other valid and collectible insurance available to the volunteer. The basic accident insurance is limited in scope and not recommended to be relied upon as the sole source of medical insurance by volunteers.
- 10. **LIABILITY COVERAGE** – Volunteer understands that while acting within the scope of his or her volunteer service to the University and in an authorized University capacity, he or she is eligible for liability insurance coverage from the State of Arizona self-insurance program described in Arizona Revised Statutes §41-621. This statutory insurance program provides legal defense for volunteers and coverage for settlement or court awarded damages that result from claims or lawsuits associated with the volunteer’s service to the University. No other University or state-sponsored employee medical, retirement or insurance plans apply to Volunteers. Moreover, individuals who provide services under this Agreement in the course and scope of their employment with a non-University employer are not covered by the State of Arizona’s self-insurance program.
- 11. **RELEASE** – Volunteer agrees to release the State of Arizona, Arizona Board of Regents, University of Arizona, and its officers, employees, agents, representatives and assigns, from any responsibility or liability for personal injury, including death, and for damage to or loss of property, that Volunteer may incur while providing volunteer service to the University.
- 12. **TERMINATION** – Volunteer agrees and acknowledges that as a Designated Campus Colleague, his or her status as a Volunteer relationship carries no promise of continuation and can be terminated by the University in its sole discretion at any time, without cause, without notice, and without recourse.

The parties agree that this is the entire Agreement between them and that no Agreement, either oral or written, exists outside this Agreement regarding the Designated Campus Colleague services described in this Agreement.

Department:

Supervisor’s Name: Jenna Elmer

Title: Staffing Coordinator

Signature _____ Date _____

Volunteer:

Name: Enter Volunteer’s Name

Signature _____ Date _____

If Volunteer is under the age of 18, by signing below, I agree that my son/daughter/ward may participate in the activities described above, and I agree to the terms of the Release set forth above.

Printed Name of Parent/Guardian if Volunteer is under the age of 18

Signature of Parent/Guardian if Volunteer is under the age of 18

Date

Volunteer (and Parent/Guardian, if applicable): Please accept this agreement within 14 calendar days.