



Date: _____

Name: _____

Address: _____

City, State, Zip: _____

Dear _____,

Thank you for volunteering to be a volunteer for the UNC Charlotte Department of Biological Sciences. As a volunteer in that capacity, your duties will primarily include:

On April 21, 1980, Governor Hunt signed Executive Order Number 48, which encourages State agencies (including UNC Charlotte) to enroll the services of volunteers and provides that such volunteers shall benefit from the same liability protections for their services to State agencies as State employees receive while in the course and scope of their employment.

Executive Order Number 48 defines “volunteer” as “any person who provides goods or services to any state agency of his or her own free will and for no financial gain.” In order to be eligible as a volunteer, then, you will not be paid for providing any services to the University. The University may, however, reimburse you for expenses directly related to your volunteer services.

As a University volunteer you will be covered by the Tort Claims Act and the Defense of State Employees Act to the same extent as a University employee. The Defense of State Employees Act describes the conditions for legal representation of employees by the Attorney General and payment of judgment or settlement costs from State funds. The Tort Claims Act provides liability coverage up to \$1,000,000 for any final judgment against a State employee. As a University volunteer you will also enjoy excess liability coverage. Excess liability coverage represents an amount of coverage above the limits of the Tort Claims Act. (Currently, excess liability coverage provides \$5,000,000 per employee, \$5,000,000 per occurrence, and \$10,000,000 annual aggregate.)

You will not, however, be covered by the Worker's Compensation Act for any injuries that you might suffer while in the course of volunteering for the University. Nor will you be covered by the State Personnel Act or other provisions of law and regulations governing grievance procedures for State employees.

Executive Order Number 48 also requires that volunteers must "comply with the appropriate agency rules, regulations, and policies pertaining to conduct, record keeping, and any other policy necessary for the operating efficiency of the state agency." Applicable University policies are available online at <https://legal.uncc.edu/policies/university-policies>.

If you will be performing functions considered "Critical Duties," you will be required to undergo a criminal background check and must report to the University any conviction (guilty verdict, guilty plea, or a "no contest," *nolo contendere*, or Alford plea, or a prayer for judgment continued) for an unlawful offense (excluding minor traffic violations), regardless of when or where such a conviction occurs, including, but not limited to:

1. DUI/DWI.
2. Other drug- or alcohol-related offenses.
3. Sexual assault or abuse.
4. Crimes of violence (as defined in [Chapter 1, Section 16 of Title 18, United States Code](#)).
5. Fraud, theft, or any other misuse of money, funds, credit, or government property.
6. Invasion of privacy, identity theft, or stalking.

"Critical Duties" include:

1. Direct responsibility for the care, safety, and security of vulnerable populations (e.g., non-student minors or animals).
2. Direct access to or responsibility for cash and cash equivalents or University property disbursements or receipts.
3. Extensive authority for committing the financial resources of the University.
4. Direct access to or responsibility for controlled substances, select agents, or hazardous materials.
5. Master key access to buildings, resident halls or other secure facilities.
6. Direct access to, or responsibility for, protected, personal, or other sensitive data, or to information affecting national security.

Please sign below to indicate your acceptance of the terms of this arrangement, return the original to me, and keep a copy for your files.

Again, I sincerely appreciate your generosity in providing your services and expertise as a volunteer for the University. I look forward to working with you.

Sincerely,

Signature

Accepted:

Signature

Date

If volunteer is under 18 years of age, the signature of the volunteer's parent or guardian is required:

PRINTED NAME

Signature

Date