

The University of Michigan

Plant Operations



February 16, 2004

Volunteer Program Guideline

Mission Statement

To support and enhance community service activities throughout Plant Operations. To encourage additional participation by recognizing efforts above and beyond job requirements, both groups and individuals. To assist in organizing and providing focus for specific community service projects.

Team Members

Paul Guttman—Construction Services—Champion
Betty Alberts—Plant Administration
Diane Brown—Facilities and Operations
Luke Gentles—Building Services
Mike Gramza—Utilities and Plant Engineering
Marvin Pettway—Grounds and Waste Management
Jerry Pieske—Facilities Maintenance
Dale Schaedig—Construction Services
Alan Stevens—Work Control

Questions about the program may be directed to Paul Guttman at pguttman@umich.edu

Activities Currently Sponsored by Plant Operation Departments

- Adopt a Family
- Ann Arbor Energy Commission
- Blood Drives
- Coats for Kids
- Coffee Fund
- Global ReLeaf of Michigan
- Mentoring
 - Foreign Student mentoring
 - Recycling
 - School of Natural Resources and Environment
 - University Hospital
- Pest Management outreach activities
- Pop Fund
- Toys for Tots
- United Way

Research

The Cross Functional team performed some extensive research to clarify some of the information surrounding volunteering within the University community. The following is a summary of the information we collected:

An employee injury during the course of a volunteer activity would be considered work related. This activity is under the University's direction, for which the University receives value if only in terms of acknowledgement within the community etc., while "encouraging" employees to become involved. A referral to MWorks or UM emergency if MWorks is not open must be completed and faxed over to the hospital. In addition the activity leader should complete and submit the Work-Connection accident and injury form and the accident investigation form.

Keith Bruhnsen in Staff Benefits has informed us that University employees with medical insurance have coverage 24/7/365. This includes any urgent or emergency care services; the location or cause is not a factor. We should consider that for our employees, our insurance is primary.

Injuries to other parties (e.g., spouses of employees, friends, children, and other non-university volunteers) no such employment links exists and this would not be considered under workers' compensation. These cases should be reported to Risk Management in case there is a liability component associated with the incident.

The University should proceed cautiously with using "non-University" volunteers. Liability implications may be different for volunteers who are not University employees..

The committee questioned the liability associated with assisting or training an organization in the establishment of a safety program for their volunteer activities. If someone was injured while performing an activity for this group the University would not be held liable simply because they assisted with the establishment of the safety program.

Hourly employees can participate in volunteer activities being sponsored by the University of Michigan Plant Operation (without the University being required to provide compensation) because the "benefit" from this activity is to others and the participation of the employee is completely voluntary.

Volunteerism Oversight Board

A Volunteer Oversight Board whose task is defined by the Mission Statement will oversee volunteerism within Plant Operations. The board will hold its meetings during non-working hours and will be structured as follows:

Five Members

- One person from the original Volunteer Cross Functional Team (from one of the groups below)
- One Skilled Trade Member
- One AFCME Member
- One IUOE Member
- One Professional/Administrative Member
- One Clerical Member

Member selection and Term

- The Professional/Administrative and Clerical Members will be selected from a pool of people who volunteer to serve on the board
- The current Volunteer Cross Functional Team will select initial Professional/Administrative and Clerical Member
- The Union leadership will appoint one member of their bargaining unit to the Oversight Board
- The initial group of members will serve either two or three years. Three members will serve for three years and two will serve two-year terms.
- In year three and in subsequent years members will serve two-year terms.

Duties of the Oversight Board

- The sitting board will select subsequent Professional/Administrative and Clerical members.
- Conduct monthly meetings initially and will have the authority to change to a bi-monthly or quarterly meeting as required to meet their mission. Due to the current budgetary cutbacks in funding for Plant Operations this group will conduct its meetings during non-working hours.
- Recommend changes to the mission and the Volunteer Guideline, subject to the approval of the Plant Operations Lead Team (POLT) and The University of Michigan General Counsel office.
- Approve applications for volunteer activities including funding support levels
- Maintain records and receipts for all funded volunteer activities
- Appoint Secretary/Treasurer, Communication Leader and Champion.
- Provide regular communication to Plant Operations employees as outlined in the Communication section of the Volunteer Guideline.
- Maintain records of all activities and prepare quarterly or semi-annual reports to the Plant Operation Lead Team (POLT) summarizing the activities and the achievements of the volunteer efforts.
- Maintain records of all injuries associated with volunteer activities.
- Submit recognition awards to the Plant Operations CARE team.

Communication

Communication to all employees in Plant Operations is critical. To achieve this objective, one of the members of the oversight board should be appointed as the Communication Leader and should use the following methods to inform all employees:

- Calendar of events on the web
- Flyers/Posters
- Sign-ups for volunteer activities
- Mailings
- Emails to “all@PlantOps”
- Articles in the Plant Exchange--Articles should focus on suggestions for new activities as well as publicizing successful activities.

Funding

Funding to support volunteer activities in Plant Operations may be provided by the following sources:

1. The Plant Operations Lead Team—Please note: This funding source may not be available to fund this type of activity. Paul Guttman has spoken to Richard Robben about this potential funding source. In an email dated 1/5/04 from Director Robben he has agreed to research his ability to provide funding of this nature. It may not be a permissible expenditure of funds.
2. Internal fundraising
 - a. Bake Sale
 - b. Golf outing
 - c. Euchre night
 - d. Other
3. Partnering with other charitable organizations such as the Ann Arbor Community Foundation
4. Individual donations (this needs to be addressed by the team a bit further)
5. Wish Lists (donations other than cash) from employees

Recognition

All recognition for employees engaging in community service activities will be incorporated into the existing CARE program in Plant Operations.

Accident Reporting

All accidents that occur while performing a volunteer activity authorized by the Volunteer Oversight Board must be reported. Please use the following checklist and attached documents to report an accident.

The University of Michigan



Plant Operations—Volunteer Activity Activity Injuries—Procedures and Checklist

Procedure for University Employees injured performing a volunteer activity

- Depending on the severity of the injury, **call 911**
- Assist employee with first aid as required and have them transported to MWorks (or the hospital emergency room if necessary).
- Call MWorks at 998-8788 to notify them we are sending an employee over for treatment
- Complete and send a copy of the **Employee Referral** Form to MWorks (FAX or send a copy with the employee)
- The activity leader, with the injured employee, will complete a copy of the Work~Connections **Employee-Centered Illness and Injury Support Services** form
- The activity leader, with the injured employee, will meet to complete the **Plant Operation Accident Investigation** form
- Activity leader will submit the Work~Connections **Employee-Centered Illness and Injury Support Services** and the **Plant Operation Accident Investigation** form to the Volunteer Oversight Board and to the Director of Plant Operations, Richard Robben.

Procedure for Non-University Employees injured performing a volunteer activity

- Assist employee with first aid as required and have them transported to a clinic or emergency room of their choosing
- The activity leader, with the injured employee, will complete a copy of the Work~Connections **Employee-Centered Illness and Injury Support Services** form
- The activity leader, with the injured employee, will meet to complete the **Plant Operation Accident Investigation** form
- Activity leader will submit the Work~Connections **Employee-Centered Illness and Injury Support Services** and the **Plant Operation Accident Investigation** form to the Volunteer Oversight Board and to the Director of Plant Operations, Richard Robben.

Procedure for initiating a Volunteer Activity

All volunteer activities sponsored by the University of Michigan Plant Operations Department must be submitted to the Volunteer Oversight Board for approval at least 3 weeks in advance of the activity if practicable.

Activities that receive approval from the Volunteer Oversight Board will be forwarded to the Director of Plant Operations for approval.

All volunteer activities must collect data as a record of activities undertaken. Upon the completion of the activity this information should be recorded and submitted to the Volunteer Oversight Board.

This matrix of activities should include as a minimum:

- Name of the Activity
- Date of the Activity
- Contact person (leader) and phone number
- Name of the organization benefiting from the activity
- Number of people participating in the activity
- Number of Plant Operations people participating in the activity
- Measure of Success (Number of volunteer hours worked, Number of pints of blood collected, Number of Coats collected, Number of pounds of food collected, Funds collected or donated...)

Boundaries

The University of Michigan cannot transfer any of its assets (including cash) without receiving something in return or otherwise benefiting. Thus outright contributions of University assets with no benefit to the University of Michigan are prohibited (SPG 501.2-2.I)

The University of Michigan has wide latitude in the type of activities that can be undertaken. Activities must be consistent with the mission of the University, "Teaching, Research, and Public Service".

We have been advised to stay away from activities directly benefiting religious and political organizations.

The University of Michigan Plant Operations should not solicit vendors for donations of goods or services even if the University of Michigan is not the recipient. Questions on the proper procedures to be followed should be directed to the Gordon Beeman in the Development Legal Services Office (647-6095).

University tools, supplies and equipment are not to be used for volunteer activities.

Conduct

All employees must remember that they are representatives/ambassadors of the University of Michigan and Plant Operations while performing activities sponsored by Plant Operations.

Consumption of alcohol is prohibited in any volunteer event sponsored or organized by the University of Michigan Plant Operation department.

Tools

University tools, supplies and equipment will not to be used for volunteer activities. This rule applies to both University sponsored activities and those sponsored by outside agencies

Allowable expenditures of funds

- Refreshments for volunteers (donuts, coffee, Gatorade, water, pizza, pop, etc.)
- Expendable supplies required for the project
- Tool and equipment rentals
- Misc. expenses to operate equipment (gas, oil)
- Contract vendors

Expenses that will not be allowable

- Paying Plant Operations employees for their time or travel expenses
- Purchasing tools or equipment
- Donating funds directly to a charitable organization

RECEIPTS MUST BE RETAINED AND SUBMITTED COVERING ALL PURCHASES. ALL UNUSED FUNDING MUST BE RETURNED TO THE OVERSIGHT BOARD.

The University of Michigan—Plant Operations
Proposal for a Volunteer activity

Activity Title: _____

Description of Project:

Who will benefit from the project?

When is the activity going to take place?

Where will the activity take place?

Is funding from the board required?

If yes, what will the money be used for (incentives, snacks, food, materials, supplies)?

How much funding is required? _____

Note: All unused materials should be left with the charity (if it is a small amount), returned to the supplier (if it is a large amount) or recycled.

RECEIPTS MUST BE RETAINED AND SUBMITTED COVERING ALL PURCHASES. ALL UNUSED FUNDING MUST BE RETURNED TO THE OVERSIGHT BOARD.

Contact Person _____

Contact Phone Number _____

Contact Email Address _____

Contact's Department _____

Funding Approved \$ _____ Signature of contact person _____

Signature of Board Champion _____

◆ Signature of Director of Plant Operations _____