

**Definition/Limitations**

- Volunteers must have US work eligibility.
- An individual is not a volunteer if he/she is otherwise employed by the UW to handle similar services as those performed as a volunteer.
- Volunteers must be supervised at all times that they are providing volunteer service.

**Applicability**

- Individuals who are 18 years, or older and meet the above criteria for volunteer service.
- Minors who are 16, or 17 years old may volunteer with limited hours, restricted activities and parental consent reflected by a signed Volunteer Service Agreement Packet.
- UW employees whose job duties are substantially different from the volunteer service.
- J-2 visa holders who have obtained an I-766 Employment Authorization Document.
- A J-2 visa holder who volunteers in a BIOE lab without obtaining an Employment.

**The following individuals may NOT volunteer in the Department:**

- Individuals under the age of 16.
- Any individual whose visa status does not authorize “work” in the U.S., which is interpreted to include volunteer service under immigration law, including.
- Individuals with pending H1-B visas.
- B (tourist), H-4 and TD visa holders.

**More information**

- If an individual is a foreign national currently enrolled in another university abroad, they must be appointed via the VISIT program (contact Andy Nicastro) for details.
- If an individual is a foreign national and has completed a Bachelor's or Master's degree, they may be eligible to be appointed in a visiting scientist title if certain criteria are met. Please contact Laura Wright for details.

**Timekeeping**

- Volunteers are covered under the University's workers compensation insurance policy. This is to protect volunteers in case of laboratory accidents. However, insurance coverage is only available to those who report their actual hours worked. If volunteers do not report their hours, the Department of Bioengineering and the University of Washington are not liable for injuries that they may incur in a laboratory accident.
- In order to maintain eligibility for worker's compensation insurance, volunteers must report your actual hours worked. PIs must enforce this timekeeping requirement and determine which timekeeping mechanism works best for their labs.
- Volunteer timekeeping is managed via the Department's online timesheet system, LTR. Volunteers/volunteer supervisors should contact Laura Wright to get set up in the system.

**Keys and Access Cards**

- Volunteers may have access privileges during building hours (9AM through 6PM, Monday-Friday).
- If the volunteer's schedule necessitates after hours or weekend access, please make arrangements to escort the volunteer into the building.
- A PI/supervisor may request that their volunteer(s) be allowed after-hours access to their assigned space only. These requests are granted on a case-by-case basis and require the approval of the Administrator.

**Student Outreach/Mentoring**

- The department encourages its faculty to reach out to the community by allowing youth and other individuals to observe their laboratory operations, or work on school projects in their laboratories. Such outreach and mentoring activities do not fall under the category of volunteer service and thus the volunteer service policy does not apply to these cases. Special restrictions apply for youth under the age of 18 to work on a project in, or visit, a lab; faculty/lab managers should contact Laura Wright for more information. Generally:
- Students must be invited guests of a faculty, staff member, or student, OR must be part of a formally recognized tour or supervised educational program.
- Students must be under direct supervision at all times.
- Students must not work with or be in contact with radioactive materials, biohazardous materials, hazardous materials, and hazardous equipment (i.e. power driven machinery).
- Student tours/educational programs may not enter the lab when such hazardous materials and equipment are present.
- All visiting students must provide their written consent prior to entering the lab, and must be co-signed by the students' parent or legal guardian if the student is under the age of 18. Please use this form to provide consent.