

WSU Extension Policy Regarding Volunteer Reporting

Volunteers are an important part of WSU Extension's program delivery. The University and the State of Washington have very specific requirements for volunteers. These are outlined below.

- Washington State University considers volunteers to be unpaid employees of the University performing assigned/authorized duties for WSU without pay.
- The State of Washington stipulates that volunteers must be covered by workers' compensation insurance. This insurance covers medical expenses at 100% but does not cover wage loss. International activities are also not covered.
- In order to provide workers compensation insurance, WSU must provide an accurate accounting of the time volunteers are engaged in volunteer activities for the University. WSU Human Resource Services has posted guidelines at: <http://www.hrs.wsu.edu/utills/File.aspx?fileid=3529>.
- WSU Extension currently pays for insurance centrally at the rate of \$.07505 per **estimated** hour contributed by each volunteer with a maximum cost of \$12 per volunteer per month.
- It has been determined that it is not appropriate to estimate hours. Actual hours must be reported for each volunteer monthly.

To facilitate the process of collecting actual volunteer hours, WSU Extension developed an online database for collecting and tabulating these data. Beginning April 1, 2010; **all volunteers** will be required to submit their hours through the online system. The system can be accessed at: <http://ext.wsu.edu/testVolunteer/logon.aspx> .

Volunteer-based programs that fail to input data into the system after April 1, 2010 will not be eligible for workers' compensation insurance, and these programs will no longer be considered to be WSU Extension volunteer programs. Additionally, WSU Extension faculty and staff will not support any programs that are not reporting hours into the online volunteer database.