

DEPARTMENT OF CHEMISTRY
POLICY – VOLUNTEER WORKERS

There are only two types of volunteer employees the department will accept:

HIGH SCHOOL VOLUNTEERS: These students are to be covered by a Student Employment Agreement issued under the Vancouver School Board. This agreement covers such things as parent/guardian authorization, medical/accident coverage, etc.

UNDERGRADUATE VOLUNTEERS: These students should not work for more than 12 hours/week, including any other paying UBC positions, in order to ensure adequate time for studies between September 1 – April 30. They may work up to 40 hours/week during summer months.

GUIDELINES:

- No volunteer may do CUPE 2950 (secretarial/clerical) or CUPE 116 (technician) work. A job description must be developed outlining the work to be done.
- There must be an appointment form filled out (main office).
- The Dept. requires a copy of documentation confirming current B.C. Medical coverage.
- The volunteer must complete an ‘Assumption of Risks’ form; all risks specific to the particular work environment should be added to the form.
- Volunteer student workers must apply for subsidiary insurance at \$4.00; this charge is the responsibility of the hiring faculty member and can be paid either from grant funds which allow this type of expense (not NSERC) or from the faculty member or volunteers personal funds.
- It is the research director’s responsibility to ensure the volunteer receives adequate orientation, training, and ongoing supervision.
- Volunteer must complete a Chemical Laboratory Safety/WHMIS Course or other relevant safety training. UBC HSE run a session in October or arrangements can be made with the Dept Safety Officer, Helen Bottriell, or training can be done by the supervisor. Completion of training must be documented and filed in Employees file (with U/Grad Sec’ty).
- Volunteer is not to work alone, and may work during daytime hours only.
- Dept. keys will be issued upon request by the supervising faculty member of the volunteer.
- A maximum of two volunteers per research group.
- Graduate students should not be expected to supervise volunteers.