



Non-Employed Staff Policy

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I. Purpose

To define and clarify expectations of how UCP of Maine manages individuals who are not employed staff members.

II. Definition

United Cerebral Palsy defines the following categories of non-employed staff:

1. Volunteers (unpaid)

- a. Internal volunteers are defined as individuals eighteen (18) years of age or older who provide support for a UCP team/department.
- b. Event volunteers help to coordinate and host UCP events such as the Spring Dance, Pumpkins in the Park, etc.

UCP's Board of Directors are considered internal volunteers. Board of Directors are subject to **background checks, including criminal sanctions, and DHHS checks**. Board members are also required to **annually review and sign agreements on confidentiality and conflict of interest policies**. If applicable, board members with signatory authority may have a credit check to meet acceptable requirements. Should any board member have negative background check findings, the results will be presented to the board's executive team and the team will review findings and determine the board member's suitability for new or continued board membership. In the event that findings are produced on any member of the Board Executive Team, that individual will be excused from the review and decision.

2. Students (unpaid)

- a. Interns and externs performing work required by their program of study
- b. Students who have requested volunteer work with UCP for reasons other than program of study requirements are considered volunteers and classified according to the volunteer duties to be performed.

Note: Students who are paid an hourly wage or stipend for their services are classified as employed staff and fall under new hire requirements for all purposes.

3. Contractors

- a. Regular contractors who provide an on-going service under contract obligations.
- b. Temporary contractors who are brought to UCP to perform a one-time, specific task based on their expertise and skills.

III. Volunteers

Appropriate Use of Volunteers:

- A. Volunteers may not replace an employee in regularly assigned and scheduled work tasks.
- B. Volunteers may only assist and support the activities of staff.

1. Internal Volunteers

The following restrictions and requirements apply to all internal volunteers at UCP of Maine:

- a. Must be a minimum of eighteen (18) years of age. (*Exceptions may be requested.*)
- b. Must be interviewed, screened and accepted through the volunteer process overseen by Human Resources in collaboration with department leadership.
- c. Must be overseen by the department supervisor in which the individual is volunteering and should typically be working with a paid staff member.
- d. All volunteer positions require a role description that defines specific tasks, goals and objectives supporting UCP of Maine's mission. Volunteer descriptions will be developed and approved by department leadership and Human Resources. The supervisor and volunteer must both sign off on the volunteer description prior to the volunteer beginning in this role.
- e. Special projects of less than 5 days do not require a volunteer description provided that the need is a one-time request.
- f. Internal volunteers must complete the following forms and training prior to volunteering at UCP of Maine:
- g. Volunteer Application/Resume
- h. Background Check Release Forms – All checks must be returned prior to starting a volunteer experience
 - i. Criminal check for areas lived in the last 10 years – if this time period involves multiple states, UCP may choose to decline the volunteer experience due to cost.
 - ii. OIG Sanctions
 - iii. DHHS Child Abuse & Neglect
 - iv. DHHS Adult Protective
 - v. Sexual Offender Registry
 - vi. OCFS Fingerprinting (Bridges Only)

- i. Immunization Records (as required by department volunteering with)
 - j. Orientation with signature sheet to include:
 - i. Overview of UCP of Maine
 - ii. Orientation to Mission, Vision & Core Values
 - iii. Key Safety Content
 - 1. Safety Statement
 - 2. Safety Rules
 - 3. Office Safety
 - 4. Fire Safety
 - 5. Evacuation Plan
 - 6. Emergency Preparedness Plan
 - 7. Hand Hygiene, Blood Borne Pathogens, Universal Precautions
 - 8. Harassment Policy
- New Board Members are only required to complete i. and ii. from this list
- iv. HIPAA Training & Signature Form
 - v. Confidentiality Policy & Form
 - vi. Policy and Statement Reporting Neglect & Abuse
 - vii. Personnel Policies Handbook
 - 1. Performance Expectations/Staff Code of Professional Conduct (Section G)
 - a. Confidentiality
 - b. Allegations of Abuse
 - c. Dress Code
 - d. Smoking
 - e. Drug Free Workplace Policy
 - f. Harassment & Sexual Harassment Policy
 - 2. Electronic Communication Systems (Section M)

2. Event volunteers

As event volunteers do not work within the organization, they are not subject to the same requirements as internal volunteers. All event volunteers must work under the direction of an assigned UCP event leader and must always represent the organization favorably within the community.

IV. Students

Students who request and are approved for an unpaid internship or externship as required by the program of study are subject to the same screening and orientation requirements as internal volunteers.

All students performing an unpaid or paid internship/externship must have a written description of duties and operate under those restrictions while in their student role. If learning requirements are not provided by the educational institution, UCP will create a list of appropriate duties prior to the student beginning their internship/externship.

V. Contractors

Contractors who are performing an on-going service under contract obligations are required to undergo screening and orientation prior to providing services for UCP. The following information is required for regular contractors:

1. Current contract
2. Current Certificate of Liability
3. SAMS (company-based) Sanctions Check – if contracting with a company
4. OIG (individual-based) Sanctions Check – if contracting with an individual
5. Background Checks (as necessary, based on role and potential of client interaction)
 - a. Criminal (last 10 years)
 - b. DHHS Adult Protective Check
 - c. DHHS Child Protective Check
 - d. Sex Offender Registry Check
 - e. Required Immunizations (based on program)
 - f. Resume/Emergency Contact Sheet (for individuals providing service)
 - g. Proof of licensure (as applicable)
 - h. Proof of required certifications (as applicable - ex. CPR)
 - i. Proof of UCP Orientation
 - i. HIPAA/Confidentiality Policy & Signature Sheet
 - ii. Safety Orientation (including fire safety, evacuation plan, BBP training)
 - iii. Department/Position Specific Orientation

Temporary contractors (excluding those who provide client care services) who are brought to UCP to perform a one-time, specific task based on their expertise and skills are not subject to the requirements of an on-going contractor as they are accessed on one-time, as needed basis. Contractors who provide client care services, even if only one time are subject to the same requirements as a regular contractor as noted above.



Scott Tash, CEO



Date