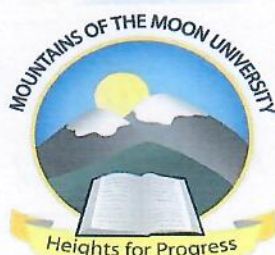
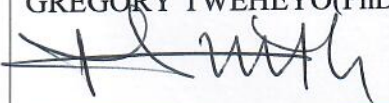
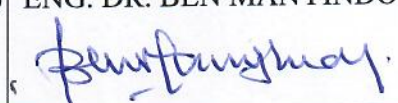
	MOUNTAINS OF THE MOON UNIVERSITY	Minute 175/11/MMU UC/Nov24
Document Title	Guidelines for Engaging Volunteers in Administrative/Support Staff Activities at MMU	Effective Date: 8/11/2024
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MOUNTAINS OF THE MOON UNIVERSITY

GUIDELINES FOR ENGAGING VOLUNTEERS IN ADMINISTRATIVE/SUPPORT STAFF ACTIVITIES AT MMU

Checked by: GREGORY TWEHEYO(PhD) 	Approved by: ENG. DR. BEN MANYINDO 	Date: 08.11.2024
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APPROVAL

Approved by the Mountains of the Moon University Council

Signature

Ben Manyindo

Name

ENG. DR. BEN MANYINDO
CHAIRPERSON, UNIVERSITY COUNCIL

Date

08.11.2024

1.0. INTRODUCTION

1.1. Background

Mountains of the Moon University is cognizant of the need to engage volunteers in administrative and support-related activities to benefit both the Institution and the Volunteer. Section 2(2)(f) of the Human Resource Manual formally acknowledges volunteers as a distinct category within the organisation's employment structure. Although volunteers contribute their time and efforts without receiving traditional compensation, their inclusion in this manual underscores their valued role and their vital contributions to organisational goals and community impact. The Institution will engage volunteers under strict/close supervision by the assigned supervisor/head of the Unit to ensure that the duties being performed by the Volunteer add value to the Institution.

The operationalisation of the guidelines for the engagement of graduate volunteers will go a long way toward strengthening volunteers' capacity-building in key competencies, skills, and practices that simultaneously contribute to achieving the University mission.

The current policies, regulations, and guidelines do not provide for the engagement of volunteers in the university's administrative/support functions; hence, this guideline is needed.

1.2. Objectives

These guidelines aim to attract early career graduates (those who have recently finished their studies) into administrative and support functions at MMU under close supervision.

Specifically, the scheme is meant to:

- i. The guidelines' purpose is to enable individuals to grow their skills and talent pipelines and make themselves competitive in the job market.
- ii. To fill the void in occasionally pick activities MMU full-time staff cannot cope with.
- iii. Offer service to community members by enabling volunteers to be part of the esteemed MMU staff community for skills and talent development.

1.3. Scope

The scheme shall focus on posting administrative and support staff.

2.0 VOLUNTEER STAFF

2.1. Definition

A volunteer is a person authorized to render voluntary services to the University for no pay in accordance with Section 2(2)(f) of the Human Resource Manual and these guidelines.

A volunteer shall be admitted into an administrative/support unit and should have a relevant higher education qualification or lower, but not below an Ordinary Certificate of Education (UCE), and must be below 35 years of age.

2.2. Duration

- a) In accordance with Section 2(2)(f) of the Human Resource Manual, a volunteer's agreement shall be for a period of six months.
- b) Notwithstanding guideline 2(2)(a), in special circumstances, as determined by the University Secretary on the advice of the head of unit/supervisor of the volunteering person, a volunteer's agreement may be renewed after appraisal.
- c) A volunteer shall not be engaged for a period exceeding one (1) year.
- d) The appointment of a volunteer shall be on a rolling basis of six (6) months.

3.0 DUTIES AND RESPONSIBILITIES

- i. Volunteers shall be deemed to be professional trainees at the University.
- ii. Volunteers shall take on administrative and support duties at any department/faculty/unit in the University.
- iii. Volunteers shall not hold another job during the duration of the scheme.
- iv. Every Volunteer shall be assigned a departmental/faculty/admin-unit mentor at the beginning of the engagement scheme.
- v. The mentor/supervisor shall assist the Volunteer in developing a work program that will be approved by the head of the department.
- vi. Volunteers shall be appraised based on the approved training/work scope.

4.0 OBLIGATIONS AND PRIVILEGES

Volunteers shall be bound by all University regulations to the extent to which they shall apply to them.

5.0 GOVERNANCE AND ADMINISTRATION

The Office of the University Secretary shall manage the volunteer scheme, and each Volunteer will be supervised by the head of the department/unit or assigned senior staff.

6.0 RECRUITMENT METHOD

- a) The volunteer scheme at MMU is open to any interested person who meets the requirements to serve in such a posting and also falls within the Unit's needs.
- b) Any interested person can apply to the head of the Unit, who will express the need for the University Management to engage such a person.
- c) The officer fronting the need should not bear any conflict of interest or unfair treatment and should exhibit transparency and a high degree of integrity.
- d) The University's Top Management will handle the selection of volunteers on recommendation by the Chief Human Resource.
- e) The University's Top Management shall conduct a reference check for all applicants.

7 VOLUNTEER AGREEMENT

- a) Volunteers will receive a volunteer agreement containing the role description, information about their chosen area of work, the University's responsibilities and the Volunteer's responsibilities.
- b) A person shall not be engaged as a volunteer without a volunteer agreement.

8 INDUCTION

- a) A volunteer shall be inducted and receive training appropriate to the specific tasks to be undertaken.
- b) It shall be the responsibility of the Unit under which a volunteer is posted to induct and train the Volunteer in consultation with the Department of Human Resources.
- c) A volunteer shall consciously subscribe to the Code of Conduct and Ethics of MMU by swearing the Official Oath and the Oath of Secrecy prescribed in the Human Resource Manual before undertaking any responsibility with the University.

9 RECORDS

- a) A record of all volunteers shall be maintained by the Department of Human Resource.

- b) The record will include, but not be limited to, agreements, references, placement details, contact of a next of kin, correspondence and any other relevant information.
- c) The record of volunteers will be treated with the same confidentiality as any other record of the University.

10 EXPENSES

- a) A Volunteer is not entitled to remuneration for services offered.
- b) A volunteer may receive reasonable reimbursement of reasonable expenses associated with volunteering at MMU.
- c) The reimbursement may cover expenses including but not limited to travel costs, out-of-pocket expenses, meals, and airtime.
- d) The reimbursement of expenses, if any (based on availability of funds), will be paid as a consolidated monthly stipend not exceeding-
 - (i) 300,000/= for a volunteer with qualifications of a Bachelor's degree or above and.
 - (ii) 200,000/= for a volunteer with only a diploma qualification and below.

11. IDENTIFICATION

- a) Volunteers shall be issued with an identification card, which they must wear at all times while on university premises.
- b) The Chief Human Resource shall be responsible for ensuring that all volunteers are issued with an identification card.
- c) A supervisor of a volunteer shall ensure that at all times, a volunteer is properly identified as such while executing work of the University.

12 FINANCIAL IMPLICATION

- a) Volunteers' expenses shall be met out of the responsible university unit's budget for administrative/support tasks.
- b) The budget for a volunteer staff must be appropriated/ascertained before engaging a volunteer.
- c) The Volunteers' expenses will be paid based on the availability of funds.

13 HEALTH AND SAFETY

- a) A volunteer will observe all the health and safety regulations at MMU.
- b) A volunteer will have a right to access the University Clinic for emergency services.

14 COMPLAINT PROCEDURES

- a) A volunteer may report any grievance to the Chief Human Resource, who shall record it and forward it to the University Secretary for resolution.
- b) Any person may report a complaint against a volunteer to the Chief of Human Resource who will forward the complaint to the University Secretary for resolution.

15 TERMINATION OF A VOLUNTEER AGREEMENT

- a) A volunteer agreement is based on good faith, trust and confidence.
- b) The Volunteer or the University should act in good faith while terminating the volunteer agreement.
- c) The University and Volunteer reserve the right to terminate the volunteer agreement without any legal consequence.
- d) The party initiating the termination should give at least seven (7) days' notice of termination of the volunteer agreement.
- e) The University Secretary may authorize the giving of a reference to a volunteer or former Volunteer, where appropriate.

16 REVIEW

These guidelines for engaging volunteers will be reviewed from time to time as the need arises.

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