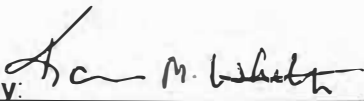


**Office of the Chancellor
Pennsylvania's State System of Higher Education
Procedures and Standards for University Operations**

Procedure/Standard Number 2018-33 (extension of BOG Policy 1994-01-A: *Volunteerism*)
Associates of the Chancellor and Presidents

Approved by:  Date: 7/24/18
Chancellor

History:

Revised :

Additional History:

Related Policies, Procedures or Standards:

[Board of Governors Policy 2012-01: *Conflict of Interest*](#)

[Board of Governors Policy 1984-14-A: *Terms and Conditions of Employment of Senior Policy Executives*](#)

[Board of Governors Policy 2009-03-A: *Non-Discrimination Policy*](#)

[Board of Governors Policy 2014-01-A: *Protection of Minors*](#)

Additional References:

I. Introduction

The Chancellor authorizes the creation of the positions of Associate of the Chancellor and Associate of the President ("the Associate") in order to reflect and to recognize the contributions and services made by a spouse or domestic partner of the Chancellor or a University President to Pennsylvania's State System of Higher Education or its Universities. This appointment acknowledges the Associate's responsibility in acting as an ambassador of the State System or one of its Universities in the best interest of the State System or University and for bona fide business purposes such as meetings, workshops, conferences, campus and community activities, alumni and fundraising events, or faculty/staff activities, when hosting campus and/or State System events in an official capacity, and in the operation of State System, University, or Foundation-owned residences.

II. Definition

- A. Associate – a spouse or domestic partner of a University President or Chancellor appointed pursuant to this policy.

III. Procedures/Standards

- A. Appointment as Associate of the Chancellor/President is without salary or benefits and conveys no rights associated with employment by the State System or the Commonwealth, although an Associate may receive courtesy privileges as specifically provided in this policy.
- B. The Chancellor may designate the spouse or domestic partner of a University President (including acting/interim) as an "Associate of the President" when such designation is requested and is appropriate to further the best interests and official business purposes of a University. The Chair of the Board of Governors may so designate the spouse or domestic partner of the Chancellor for such purposes. This appointment shall expire with the end of the University President or Chancellor's term.
- C. The following will be provided to the Associate by the relevant University or the Office of the Chancellor:
 - 1. An identification card which will provide access to State System and University libraries and other facilities in accordance with University and/or State System policies and procedures;
 - 2. University or State System email account and access to Ethernet/Wi-Fi;
 - 3. A courtesy parking permit for use at University or State System facilities; and
 - 4. Business cards with the Associate title and logo of the relevant University or Office of the Chancellor.
- D. While traveling as an Associate for a bona fide business purpose of the campus or the State System, travel expenses incurred will be reimbursed in accordance with Board of Governors' Policy 1986-07-A: *Travel Expense Regulations*. To be reimbursable, the Associate's provision of bona fide business services to the campus or the State System must comprise the primary purpose for the Associate's travel. Advance approval of bona fide business travel must be obtained through the appropriate channels.
- E. Nothing in this policy prohibits an Associate from being employed at a University or the Office of the Chancellor through the normal competitive hiring process according to applicable policies, procedures/standards, and practices. Any position the Associate holds cannot report directly to the President/Chancellor.
- F. Associates must adhere to all applicable University and/or State System policies, procedures/standards, and practices, including but not limited to harassment, conflict of interest, acceptable technology use, protection of minors, and professional conduct.
- G. The Chancellor and/or relevant President, and the Associate shall comply with the requirements of applicable laws including but not limited to the Ethics Act, and applicable State System and/or University policies regarding conflict of interest.
- H. Associates will not be assigned hazardous duties or to work in hazardous duty areas.

- I. Associates may not operate university owned vehicles or equipment. Associates may be a passenger in a university owned vehicle.
- J. Associates may be provided limited reimbursement for illnesses or injuries incurred as a direct result of providing volunteer services to the State System. Reimbursement would be limited to out-of-pocket medical expenses not covered by the Associate's health insurance, up to a maximum of \$5,000 per injury or illness. Disability or loss of income for volunteers or their survivors and losses to personal property (e.g., clothing, eyeglasses, and vehicles) are not covered.
- K. Associates will be entitled to legal defense and indemnification for actions taken within the scope of their official volunteer duties to the same extent as employees of the State System.
- L. Associate records must be entered into the human resources system of record (currently SAP) in order to track eligibility for the provisions described above, and to track background clearance status.
- M. The State System must retain Associates' records for at least six years after the date the services are completed. Copies of Associates' background clearances (either paper or electronic) shall be retained for 25 years.

IV. **Implementation:** Immediately