



Non-Exempt Employee Volunteer Service Agreement

Thank you for volunteering your time and skills to support Northwest University events. In compliance with the State of Washington employment laws and Fair Labor Standards Act (FLSA), we ask that you complete, sign, and return this form to Human Resources prior to starting any volunteer assignments. As a non-exempt NU employee volunteering at Northwest University, you agree to the following:

- There is no direct or indirect coercion from any NU employee or supervisor; it is completely voluntary.
- The voluntary assignment you will be performing is not the same as your paid responsibilities.
- The voluntary assignments will not happen during your regular work schedule.

Details of Volunteer Assignment:

Volunteering Event Description

Volunteer Department

Volunteer Date(s)

Estimated Total Volunteer Hours

Time the Volunteer Assignment is Scheduled

Volunteer's Dynamic Stamp: _____

Volunteer Supervisor's Dynamic Stamp: _____

Human Resources Dynamic Stamp: _____

Please return to Human Resources upon completion