



VOLUNTEER GUIDELINES

The Volunteer Identification Form (HR Form #7) must be completed and submitted to Human Resources with appropriate approvals prior to the performance of volunteer duties.

A volunteer is an individual who performs hours of service without promise, expectation or receipt of compensation for services rendered during such hours. In addition, an individual shall be considered a volunteer only where his/her services is offered freely and without pressure or coercion, direct or implied, from an employer.

If a person receives any kind of compensation from a campus for services, the person needs to be appointed as an employee, and the employer is required to follow employment procedures prior to any duties being performed to comply with federal and state employment laws.

A CSU volunteer may perform work or provide services without compensation for a semester, academic year, calendar year, session, or any part thereof. Work or services performed may be on an ongoing basis or for a short-term event. CSU volunteers may perform a variety of functions in support of campus activities. It is not the intent of the CSU that volunteers replace or supplant the work performed by CSU employees (represented or non-represented). As such, CSU volunteers may not be used in full-time, long term assignments.

Volunteers are not employees of the California State University (this includes current CSU employees when they are performing volunteer duties, as discussed below), and are therefore not eligible for or entitled to compensation for services, sick leave, vacation accrual, retirement, and/or insurance benefits for their hours of volunteer service.

CSU volunteers (including CSU employees who volunteer) are eligible for Workers' Compensation and state liability coverage, but the university does not provide Workers' Compensation coverage to student volunteers participating in university-sponsored service programs.

Under no circumstances can a CSU employee begin work as a volunteer before obtaining appropriate work authorization, or before the work authorization verification process is complete. Volunteering for a position which normally provides compensation is considered employment and is, therefore, not permitted without appropriate work authorization.

CSU volunteers must have the necessary training, equipment, and/or supervision to safely carry out the volunteer services. All CSU volunteers must be supervised by CSU staff or faculty as appropriate to the services being performed. Depending on the particular function performed, the volunteer must meet the appropriate licensing or certificate requirements prior to performance of those duties, such as current driver's license and good driving record. If the



CSU volunteer is authorized to drive a vehicle on official state business, it must be accordance with university policies and procedures, as determined appropriate in accord with the CSU volunteer duties and responsibilities. Under California Government Code Section 3118, volunteers must comply with all rules and regulations applicable to the CSU and the CSU has the obligation to ensure such compliance.

Keys (e.g., to lockers, desks, offices) may be issued to volunteers as appropriate to the assignment/project or position responsibilities. Under no circumstances are master keys to be issued to volunteers. Keys must be returned at the end of the volunteer assignment.

CSU volunteers may not be granted access to or authority over CSU financial accounts or funds; and/or be granted access to confidential information, unless specifically authorized.

CSU policy does not allow for a nominal fee paid to CSU volunteers for services rendered. Although CSU volunteers are not eligible for nominal fees, they are eligible for reimbursement expenses, such as travel expenses and allowances for official State business in accordance with University procedures (this may include reimbursement for tuition or other materials essential to their volunteer training, transportation and meal costs.)

Fingerprinting and background checks are required for volunteers who perform work involving direct contact with minor children at CSU-hosted recreational camps or who perform duties that would regularly require a background check if performed by CSU employees. The volunteer is required to pass background checks prior to performing such duties.

Steps to check before volunteer starts:

- The minimum age for Volunteers is 14 years old;
- A Volunteer between 14-18 years old has certain provisions/restrictions regarding allowable work hours, consult with Human Resources for details;
- Volunteers under the age of 18 may **not** perform work relating to K-12 activities, or have direct contact with minor children at University programs;
- The Volunteer ID Form may **not** be used for activities associated with student associations/clubs;
- Faculty/Advisors may **not** sign/approve the Volunteer ID Form;
- Dean/Vice President **must** sign/approve the Volunteer ID Form **before** work begins;
- Form must be submitted to Human Resources **before** work begins.