


THE CALIFORNIA STATE UNIVERSITY
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Date: June 14, 2005

Code: HR 2005-26

Supersedes: HR 2001-38

To: CSU Presidents

From: Jackie R. McClain 
Vice Chancellor
Human Resources

Subject: CSU Volunteer Policy

The California State University (CSU) Volunteer Policy has been updated to provide guidance on volunteers who are minors. In addition, the required information for the volunteer process has been updated.

Volunteers, those persons who perform work or provide services to the university without financial gain, have had a long-standing relationship with the CSU. The president and/or designee has the responsibility to manage campus volunteer relationships.

Individuals who volunteer services to the CSU, whether on an ongoing basis or for a short-term event, are considered CSU volunteers and are not appointed to an employee classification. These CSU volunteers do not need to sign the California loyalty oath. Personal identification, fingerprinting, and/or background checks continue to be required as the campus president or chancellor determines appropriate. CSU volunteers are eligible for workers' compensation and state liability coverage. A CSU volunteer may be authorized to drive a vehicle on official state business, in accordance with university policies and procedures, as determined appropriate in accord with the CSU volunteer duties and responsibilities. Additionally, a CSU volunteer may be entitled to reimbursement for travel expenses in accordance with university procedures for reimbursement of travel expenses and allowances.

Volunteers Under the Age of 18

CSU volunteers may be under the age of 18. If the campus believes the CSU volunteer may be a minor, campuses should ask the volunteer if he/she is 18 years old or older to determine appropriate restrictions. If the CSU volunteer is under 18 years old, the campus should request the date of birth to determine specific restrictions.

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Although CSU volunteers are not employees, campuses may refer to the CSU Employment of Minors policy for guidelines on restrictions that may apply. This document can be found on Systemwide Human Resources' Employment Policies Web site at: http://www.calstate.edu/HRAdm/Policies/employment_policies.shtml.

Volunteer Process

CSU volunteers are required to sign and date a CSU volunteer identification document that, at a minimum, contains the following information:

- Name, address, telephone number
- Emergency Contact Information
- Assignment, Duties, Department, Supervisor
- Additional information such as social security number or date of birth may be required if necessary to conduct DMV checks (for volunteers who drive vehicles on state business), process travel expense reimbursements, or meet other legal requirement. If social security number or date of birth is not needed, the volunteer is not required to provide this information.

A sample document is attached for campus use and modification, as appropriate. It continues to be important that the identification document be maintained in the campus human resources, payroll or other designated office. A current volunteer does not need to complete a new document if the current assignment was made in accordance with previous appointment policy instructions.

Additional Volunteer Information

- A CSU volunteer is an individual who performs work or provides services without compensation for a quarter, semester, academic year, calendar year, session, or any part thereof. CSU volunteers may perform a variety of functions in support of campus activities. Examples of volunteer work include, but are not limited to: volunteers who teach or assist in teaching; volunteers who assist with registration; volunteers working in Health Centers or learning centers; students who volunteer to assist with campus activities; volunteers who drive vehicles on official university business such as field trips or athletic events; volunteers who perform general office work; and volunteers who assist at campus events.
- CSU volunteers must have the necessary training and/or supervision to safely carry out the volunteer work and, depending on the particular function performed, must meet the appropriate license requirements and CSU requirements such as defensive driver training and a good driving record.
- An individual who volunteers services in a field which requires a license or certificate must satisfy that requirement prior to performance of those duties. For example, a medical doctor, volunteering services, must have a current license to practice medicine before volunteering.

- A volunteer who renders services of his or her own free will, without remuneration of any kind, does not need to complete an I-9. If a person receives any kind of compensation from a campus for services, a Form I-9 needs to be completed and the person needs to be appointed as an employee. For additional information on I-9 requirements, refer to Systemwide Human Resources' Employment Policies Web site at:
http://www.calstate.edu/HRAdm/Policies/employment_policies.shtml
- Service Learning Students – CSU students who provide service in connection with an academic course or program may be a type of CSU volunteer in certain circumstances. The community agency for which the student is providing services and the university should develop an agreement that articulates their agreed upon responsibilities for Workers' Compensation and liability coverage prior to the students' placements. Contact the systemwide department of community service learning for more information.
- The university does not provide Worker's Compensation coverage to students participating in university-sponsored community service programs.
- The Office of General Counsel provides additional guidelines on CSU volunteers in their University Volunteers Manual which is available on the Web at:
http://www.calstate.edu/GC/Docs/University_Volunteers.doc.

If you have questions regarding the CSU Volunteer policy, please call Human Resources at (562) 951-4411. If you have questions on service learning student volunteers, please call the systemwide Community Service Learning office at (562) 951-4749. If you have questions on individual situations, please contact your campus counsel.

This memorandum is available on the Human Resources Administration's Web site at <http://www.calstate.edu/HRAdm/memos.shtml>.

JRMcC/gc

Attachment

CSU VOLUNTEER IDENTIFICATION FORM

Name:	_____	_____	_____
	Last	First	Middle
Address:	_____	_____	_____
	Street, Apt. #	City	Zip
Phone Number:	() _____		
	Area Code/Phone #		
Emergency Contact:	_____	() _____	
	Name	Area Code/Phone #	
Department:	<u>Club Sports & Recreation</u>		
Supervisor's Name:	<u>Rita Hayes</u>	(562)985.7351	
		Area Code/Phone #	
Volunteer Dates:	_____	_____	
	Start Date	Termination Date	
Assignment and Summary of Duties:	_____		

	1. Need to drive a vehicle on university business?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	2. Need to travel on university business?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you receiving academic credit for volunteering?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Are you a University student or staff or faculty member?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Are you under the age of 18?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
If you are under the age of 18, please provide date of birth:	_____		

This is to acknowledge that I desire to volunteer my services, performing duties similar to those listed above and that services rendered by me will be at the direction of the above named supervisor. I will not be compensated for these services. Further, I understand that I serve at the pleasure of my supervisor.

Signature of CSU Volunteer

Date

Approval of Campus Personnel

Date