

SUPERCEDED BY HR 2005-26

The California State University
Office of the Chancellor
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(Supersedes: FSA 77-71, FSA 78-79,
FSA 85-63 and Technical Letter
FSR/WC 86-02)

To: CSU Presidents

From: Jackie R. McClain
Vice Chancellor
Human Resources



Subject: CSU Volunteer Policy

Volunteers, those persons who perform work or provide services to the university without financial gain, have had a long-standing relationship with the California State University (CSU). At this time, we are pleased to announce a new CSU Volunteer policy that will streamline the volunteer process and enable campuses to more efficiently manage the volunteer relationship. The president and/or designee will continue to have the responsibility to manage campus volunteer relationships.

Historically, university Volunteers have been appointed to the Volunteer Employee classification (Classification Code 0050) following the personnel/payroll transaction process. An individual appointed to the Volunteer Employee classification was required to sign the California loyalty oath and the campus maintained the appropriate appointment documents in the campus human resources, payroll or other designated office.

Effective with this policy memorandum, individuals who volunteer services to the CSU, whether on an ongoing basis or for a short-term event, are considered CSU Volunteers. These CSU Volunteers no longer need to be appointed to the Volunteer Employee classification nor do they need to sign the California loyalty oath. The Volunteer Employee classification will be abolished, effective January 1, 2002. Personal identification,

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fingerprinting and/or background checks will continue to be required as the campus president or Chancellor determine 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.

Revised Volunteer Process

CSU Volunteers will be required to sign and date a CSU Volunteer identification document that, at a minimum, contains the following information:

- Name, address, telephone number
- Social Security Number (limited to volunteers who drive vehicles on state business and/or are reimbursed for travel expenses)
- Date of Birth
- Emergency Contact Information
- Assignment, Duties, Department, Supervisor

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.

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- 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. Refer to coded memorandum HR 94-28 for additional information, as needed.
- 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.

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/cr

Attachment

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ATTACHMENT

CSU VOLUNTEER IDENTIFICATION FORM

Name:	_____	_____	_____
	Last	First	Middle
Date of Birth:	_____		
	Month/Day/Year		
Address:	_____	_____	_____
	Street, Apt. #	City	Zip
Phone Number:	() _____		
	Area Code/Phone #		
Emergency Contact:	_____	() _____	
	Name	Area Code/Phone #	
Department:	_____		
Supervisor's Name:	_____	() _____	
		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"/>
	If yes to 1 and/or 2 above, please provide social security number: _____		
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"/>	

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