Administrative Policy

Number:	P-005
Effective:	01/18/2008
Supersedes:	AP 318
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Subject: Volunteers

A California State University, Los Angeles (Cal State L.A.) volunteer is an individual who provides services to Cal State L.A. without compensation, whether on an ongoing basis or for a short-term event, to include a single day or part thereof. It is not the intent of this policy to displace current employees with volunteers. Volunteers may perform a variety of functions in support of campus activities. Examples of volunteer work include, but are not limited to:

- Teaching or assisting in teaching;
- Assisting with registration;
- Assisting with campus activities or events;
- Assisting in the Student Health Center or learning centers;
- Driving vehicles on official University business such as field trips or athletic events; and
- Assisting with general office work.

Cal State L.A. 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 California State University (CSU) requirements such as satisfactorily completing defensive driver training and having 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 regarding I-9 requirements please contact Human Resources Management (HRM) at extension 3-3668.

Service Learning Students – Cal State L.A. students who provide service in connection with an academic course or program may be a type of Cal State L.A. 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. The University does not provide workers' compensation coverage to students participating in University-sponsored community service programs.

Cal State L.A. volunteers no longer need to be appointed to the Volunteer Employee classification. Therefore, an Employee Transaction Form is no longer required. The Volunteer Employee classification was abolished effective January 1, 2002. Volunteers are eligible for workers' compensation and state liability coverage. Cal State L.A. volunteers must adhere to all University policies and procedures. Additionally, a Cal State L.A. volunteer may be entitled to reimbursement for travel expenses in accordance with the University procedures for reimbursement of travel expenses and allowances; Social Security Numbers will be required on all travel documents.

Approved: _____ **Date:** _____

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.

Although CSU volunteers are not employees, campuses may refer to the CSU Employment of Minors policy for guidelines on restrictions that may apply. If the volunteer is a minor, please call HRM to determine appropriate restrictions.

Campus departments are responsible for recruiting and selecting volunteers. These volunteers will be **required** to sign and date the Volunteer Appointment form (Appendix 1.). The department chair and dean must approve this form for faculty volunteers. The appropriate administrator and the employment services manager approve the form for staff-related volunteers. **All Volunteer Appointment forms must be completed, approved and submitted to Human Resources Management prior to performance of any work or services**. These forms will be kept confidential and maintained in Human Resources Management.

This policy, or portions thereof, may be superseded by a contract between the CSU and an exclusive employee representative. When referring to this policy as it relates to actions affecting represented employees, consult the contract that applies to employees within the represented unit referenced by the working class title of appointees. Volunteers, themselves, have no union affiliation.

Questions related to faculty volunteers should be directed to the Associate Vice President for Academic Programs. All questions regarding staff-related volunteers should be directed to Human Resources Management, Employment Services at extension 3-3668.

REFERENCES:

1. CSU Coded Memorandum, HR 2005-26.

2. CSU Office of General Counsel University Volunteer Handbook.

APPENDICES:

1. Volunteer Appointment form.