VOLUNTEER APPOINTMENT REQUEST GUIDELINES

Human Resources

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Purpose:
These guidelines are designed to provide consistent and appropriate guidance for requesting to appoint volunteers at San José State University (SJSU).[1]

Scope:
Volunteers serve as a welcome connection to the SJSU community, and provide valuable service to our students and the University at large. This is done in a wide variety of ways and in many different areas across campus. SJSU appoints volunteers in accordance with the CSU Volunteer Policy (HR 2005-26). Additionally, please review the Person of Interest (POI) List (attached) to determine what type of volunteer you are requesting and the department responsible for maintaining them.

Definition:
A volunteer is defined as an individual who performs work or provides services without compensation. These services may be performed for a semester, academic year, calendar year, fiscal year, session, event date, or any part thereof, either for a short term or on an on-going basis.

Typical Activities:
Volunteers may perform a variety of functions in support of campus activities, examples include, but are not limited to: assisting with registration, assisting in a campus event, assisting in the learning centers or the Student Health Center, driving personal, leased, or University owned vehicles on official University business such as field trips or athletic events, performing general office work, and assisting in campus activities or programs. However, volunteers may not perform bargaining unit work nor take the place of hiring a represented position.

Provisions:
When welcoming a volunteer, campus departments have the responsibility to instruct volunteers on safety practices, volunteer assignments, appropriate reporting structure, and scope of services and injury reporting requirements.

Individuals who serve as volunteers are covered as employees for purposes of workers' compensation[2] and state liability coverage. A volunteer may drive a vehicle on official SJSU business as long as they possess a valid driver' s license, proof of liability insurance, have a good driving record, and complete the on-line Defensive Driving Fundamentals Training Course San José State University : Human Resources : Defensive Driving Program.

Additionally, a volunteer may be entitled to reimbursement for travel expenses in accordance with University procedures for reimbursement of travel expenses and allowances. Volunteers are also eligible for e-mail privileges and courtesy parking permits for the duration of the appointment.

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[1] These guidelines are not intended for faculty volunteer appointments. For faculty volunteer appointments, please visit the Office of Faculty Affairs web site or call (408) 924-2450.

[2] The University does not provide Workers' Compensation coverage to students participating in University-sponsored community service programs.

Minimum Qualifications:
Volunteers, while not paid, must have the necessary training and/or supervision to safely carry out the volunteer work and depending on the particular function to be performed, must meet the approved license/certification and CSU requirements. Requirements may include fingerprinting, background checks, and other processes established for specific types of work that may be required as determined by the Campus President, the CSU, or the external agency at which the individual provides volunteer services.

Please Note: fingerprinting will be required prior to the start of any assignment for prospective volunteers who:

- Work with students or minors under the age of 18; or
- Work with or handle cash/credit transactions/and/or sensitive/personal data; or
- Provide service 13 days or more per semester.

Additionally, the U.S. Department of Homeland Security requires non-U.S. citizens to have work authorization in the USA for volunteer work at SJSU.

Volunteer Request Appointment Procedures

1. All volunteers must have the SJSU Volunteer Request & Appointment form (attached) submitted to Workforce Planning prior to the beginning of the volunteer appointment. Any required certificates or licenses required for the volunteer duties must be attached to the appointment form.

2. All volunteers are required to sign and date the Volunteer Request & Appointment form, which contains the following information:

    - Name, address, and telephone number
    - Employee ID/Student ID (If applicable)
    - Emergency contact information
    - Assignment and summary of duties
    - Name of department, supervisor, and appropriate administrator

3. All information must be complete, including duties, emergency contact information, and start and end dates (end dates may not be listed as "Open"). Incomplete forms will be returned to the appropriate administrator for completion.

4. The <u>original</u> copy of the completed Volunteer Request & Appointment form should be forwarded to Workforce Planning for approval. Within five (5) working days of receipt of a completed form, Workforce Planning will send department requestor an e-mail indicating the status of the request.

5. If approved and fingerprinting is required, the department requestor will contact University Police Department (UPD) at 924-2172 within five (5) working days to schedule an appointment for the volunteer. **Note:** On day of scheduled appointment, volunteer will need to come to HR first to sign the Release Authorizing Background Check for Volunteers (attached) form and to obtain a Livescan form to take to UPD.

6. An e-mail confirmation will be sent by Workforce Planning notifying department of effective dates of volunteer appointment, along with a copy of the final Volunteer Request & Appointment form. Department representative should provide a copy of the form to the volunteer if a

parking permit or tower identification card will be required. For a parking permit, the volunteer will need to bring a copy of the Volunteer Request & Appointment form to University Police Department. For a tower identification card, the volunteer will need to go to the Bursar's Office.

7. Volunteer appointments will end in accordance to the date indicated on the Volunteer Request & Appointment form. Please note that volunteer appointments can not exceed one (1) year in duration. Ongoing assignments beyond one (1) year require completion of a new form.

8. If the volunteer will be driving a University vehicle, or their own private vehicle for official University business, the volunteer must complete the on-line Defensive Driving Fundamentals Training Course, and complete either the Application for University Vehicle Operation Authorization or Authorization to use Privately Owned Vehicles on State Business form San José State University Human Resources: Defensive Driving Program.

9. Volunteer appointments of minors (those under the age of 18, unless they are high school graduates or the equivalent) are subject to the CSU Policy (HR2004-24) on the Employment of Minors. A work permit must be completed and on file in Human Resources prior to the minor's appointment date, and all other stipulations regarding work hours and occupation must be followed, unless the volunteer work is part of the minor's high school curricula, is supervised by his/her teacher, and is getting credit for volunteer work as part of a class.

The appropriate department administrator may only be the MPP ultimately responsible for the volunteer's actions. The supervisor is the individual providing direction to the volunteer. For questions regarding the volunteer process, please contact Workforce Planning at 924-2250.

Attached Forms and Documents
Volunteer Request & Appointment form
Volunteer Requirements Checklist
Person of Interest (POI)
Release Authorizing Background Check for Volunteers

Related Forms And Links
CSU Policy (HR2004-24) on the Employment of Minors
CSU Volunteer Policy (HR 2005-26)
Office of Faculty Affairs
On-line Defensive Driving Fundamentals Training Course