

VOLUNTEER FORM: CURRENT EMPLOYEES (MPP & UNIT 3, including FERP)

Please note: "Section 3(e)(4)(A)(ii) of the FLSA does not permit an individual to perform hours of volunteer service for a public agency when such hours involve the same type of services which the individual is employed to perform for the same public agency." Reference: Department of Labor's Regulations 29 C.F.R. §553.102

Personal and Contact Information	
Legal Name	SJSU Empl. ID
E-mail	
Current Employment Information	
Department/School/unit	
Current appointment status (Asst Prof, Lecturer A, FERP, etc)	
Supervisor/Chair/Director	
Volunteer Duties	
Department/unit where volunteering	
Supervisor, chair, or administrator in unit where volunteering	
Inclusive dates for volunteer duties:	

I certify that the answers I have given for this position are true and correct and that I have not knowingly withheld any facts or circumstances. I understand that all answers given in my application for volunteer service are subject to verification. I also certify that the requested volunteer service will not interfere with my regular duties. I understand that I must not perform hours of volunteer service for SJSU when such hours involve the same type of services which I am employed to perform for SJSU.

This is to acknowledge that I desire to volunteer my services, performing duties 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 and/or appropriate administrator.

This appointment is governed by the appropriate rules of the University and by the rules and regulations of the Trustees of the California State University. If I am volunteering to teach, I understand that volunteer teaching appointments are contingent upon satisfactory enrollments in the department/school of assignment. Should it become necessary to cancel course sections because of insufficient enrollment therein, or to shift all or part of your assignment to a regular probationary or tenured faculty member, the University reserves the right to cancel or modify its offer of appointment. This form will be placed in your Personnel Action File five (5) days after approval from Faculty Affairs.

Signature of Faculty Volunteer Date

My signature indicates my recommendation for approval of volunteer to perform duties as stated.

Signature of Volunteer Unit Supervisor, Chair/Director, or Appropriate Administrator Date

Signature of Home Department Chair/Director (if different from above) Date

Signature of Dean of Home College Date

Faculty Affairs Approval Signature Date