

VOLUNTEER APPOINTMENTS

DATE: January 6, 2009

Responsible Unit: Workforce Planning

Refer Questions to: Senior Workforce Analyst

Legal/Contract

References: Tech Letter 2005-26; General Counsel Volunteer Guidelines, July 2008

Issue Date: January 6, 2009

Supercedes:

Approved by: Dennis Hungridge, M.A., SPHR®, Workforce Planning Manager

PURPOSE / DESCRIPTION:

These guidelines provide a framework for appointing volunteer workers at SJSU. The guidelines address initial appointment, on-board processing, risk management, and bargaining agreement issues related to volunteers on campus.

- Volunteers serve as a welcome connection to the SJSU community, and provide service to our students and the university at large. It is vital that, for the safety and security of students, staff, faculty and volunteers, that departments comply with the following guidelines when engaging volunteers.
- When welcoming a volunteer, the department has the responsibility to instruct the volunteer on safe working habits, the required tasks of the volunteer work, the appropriate reporting structure, scope of responsibility and injury reporting requirements. (For purposes of worker compensation, volunteers are treated as if they are employees)
- Volunteer participation is governed by Government Code Sections 3110, et seq., which states, in part:
 - o “All volunteers shall comply with applicable department and other state policy and regulations. It shall be the responsibility of the state department in which a volunteer participates to insure this compliance.” Cal. Gov. Code § 3118.

Important Note: **Volunteers may not (by contract) perform ongoing bargaining unit work, nor take the place of hiring into a represented position.**

PROCESS:

When a community member expresses interest in volunteering to work at SJSU, the following steps describe the appropriate process to provide consistency for the requesting department and HR, while protecting the University and the Volunteer:

For volunteers working on a one-time basis, and/or working fewer than 12 days in the semester, the appointing department shall:

1. Open the Volunteer Application document from the HR website: www.sjsu.edu/hr and complete all the appropriate information. **Please include the nature and/or duties of the work the volunteer will complete.**
2. Save the document to your computer.
3. Secure the appropriate signatures
4. Arrange for an interview with the volunteer (if necessary)
5. Forward completed application to Workforce Planning Unit in HR

For volunteers working on a continuous basis, and/or working 13 days or more in the semester:

1. Complete steps 1 - 5 above
2. Arrange for LiveScan fingerprinting with Human Resources and UPD using the standard procedure for requesting fingerprinting services.

Important Note:

A clear LiveScan report is required prior to the start of any volunteer who:

- Works directly with students, or
- Operates any university vehicle, or
- Works with/handles cash/credit transactions/and/or sensitive/personal data