



## California State University Bakersfield (CSUB) Volunteer Policy

California State University, Bakersfield (CSUB) supports the appropriate use of individuals who volunteer their time and expertise to CSUB to assist in our mission of educating students. A volunteer is an individual who performs work or provides services at the direction of or on behalf of the University without compensation of any kind, or expectation of compensation beyond expense reimbursement, for a semester, academic year, calendar year, session, or any part thereof. Work or services performed may be on an ongoing basis or for a short-term event.

The use of volunteers is at the sole discretion of the department for which the volunteer is providing services. Volunteer services may end with or without prior notice at any time the department, in its sole opinion, determines that the services are no longer needed by the department. No length of performance of volunteer services for a specific department or for the CSU shall create any entitlement, right or privilege on the part of any individual to continue providing prospective volunteer services for the CSU. Alternatively, CSU volunteers may discontinue providing their services at any time.

CSUB volunteers may perform a variety of functions in support of CSUB activities. Some examples of volunteer work include, but are not limited to: volunteers who teach or assist in teaching a class, assist in the registration process, work in health centers and learning centers, drive vehicles on official CSUB business such as field trips and athletic events, perform general office clerical work, and assist at campus events.

For purposes of this policy, the term “Volunteers” does **not** include those community members that serve the University only in the capacity of serving on oversight boards (e.g., the CSUB Foundation board), advisory councils or committees (e.g., President’s Community Ambassadors), or who may participate in community clubs that may meet and/or engage in activities on the CSUB campus.

### **California State University Systemwide Volunteer Policy Acknowledgement**

The California State University maintains a systemwide Volunteer Policy, set out in [HR 2015-10](#). To the extent CSUB’s Volunteer Policy conflicts with any provision of the CSU Volunteer Policy, the CSU Policy will govern.

REV 09.09.24

#### **Human Resources**

California State University, Bakersfield  
9001 Stockdale Hwy. • 37 ADM • Bakersfield, CA 93311

661.654.2266 Fax 661.654.2299 [csub.edu/bas/hr](http://csub.edu/bas/hr)

THE CALIFORNIA STATE UNIVERSITY

## **Status as Volunteers**

Volunteers are not employees of the California State University or CSUB, as are therefore not eligible for or entitled to compensation for services, sick leave, vacation accrual, retirement and/or insurance benefits for their hours of volunteer services.

Volunteers under this policy are covered as employees for purposes of Workers' Compensation and state liability coverage, but CSUB does not provide Workers' Compensation coverage to student volunteers participating in CSUB-sponsored service programs.

### *CSUB Employees Who Volunteer*

If a public sector employee (including a CSUB employee) is otherwise employed by the CSUB to perform the same type of services (as defined in the employee's Position Description) as those for which the individual proposes to volunteer, the employee may not be considered a volunteer. As such, a CSUB employee may not volunteer to take on additional duties related to their primary job for which they could be paid. Current employees *may* volunteer to perform services that are unrelated to the work for which they are employed. Such volunteer assignments are separate from their CSUB employment and shall not affect the employee's regular benefits.

### *Service Learning Students*

CSUB students who provide service in connection with an academic course or program may be a type of CSUB volunteer in certain circumstances. The community agency for which the student is providing services and CSUB should develop an agreement that articulates the community agency's agreed upon responsibilities for Workers' Compensation and liability coverage prior to the students' placements. See the CSUB Volunteers Handbook (which can be found at <https://www.csub.edu/cece/faculty-staff/internship-process.shtml>), and/or contact the systemwide Center for Community Engagement at <http://www.calstate.edu/cce/> for more information.

## **Discrimination and Harassment**

The California State University (CSU or University) is committed to maintaining an inclusive and equitable community that values diversity and fosters mutual respect. We embrace our community differences in Age, Disability (physical and mental), Gender (or sex), Gender Identity (including nonbinary and transgender), Gender Expression, Genetic Information, Marital Status, Medical Condition, Nationality, Race or Ethnicity (including color, caste, or ancestry), Religion (or religious creed), Sexual Orientation, Veteran or Military Status. All Students and Employees have the right to participate fully in CSU programs, activities, and employment free from Discrimination, Harassment, Sexual Misconduct, Sexual Exploitation, Dating Violence, Domestic Violence, Stalking and Retaliation.

Volunteers are included as third parties under The CSUB Nondiscrimination Policy, which can be found at: <https://calstate.policystat.com/policy/12891658/latest/>

## **Disruptive and Violent Behavior**

CSUB is committed to creating and maintaining a safe working, learning, and social environment for all students, employees, and visitors which is free from violence, threats, intimidations, hostile acts, and disruptive behavior. The University prohibits acts or threats of violence, and any volunteer who commits such acts is subject to exclusion from further volunteer service at CSUB and/or civil or criminal prosecution. CSUB has zero tolerance for potentially violent or violent acts against any member of the campus environment, or against any property.

Violence, threats of violence, and other inappropriate behaviors include, but are not limited to:

- Any act that is physically or emotionally assaultive; or
- Any threat, behavior or action which is interpreted by a reasonable person to carry the potential of:
  - Harming or endangering the safety of others;
  - Resulting in an act of aggression; or
  - Destroying or damaging property.

## **Conditions**

CSUB volunteers must have the necessary training, equipment, and/or supervision to safely carry out the volunteer services. All CSUB volunteers must be supervised by CSUB staff or faculty as appropriate to the services being performed. Depending on the particular function performed, the volunteer must meet the appropriate licensing or certificate requirements prior to appointment or performance of any volunteer duties. For example, a medical doctor volunteering services must have a current license to practice medicine in the State of California and meet other special qualifications as required by CSUB.

If the CSUB volunteer is authorized to drive a vehicle on official state business, it must be accordance with university policies and procedures, as determined appropriate in accord with the CSUB volunteer's duties and responsibilities. Volunteers who drive a vehicle on official CSUB business must possess a valid driver's license, complete an active defensive driver training certificate, and have a good driver record.

Under California Government Code Section 3118, volunteers must comply with all rules and regulations applicable to CSUB and CSUB has the obligation to ensure such compliance.

### *Access to CSUB Resources*

Departments may provide provisional services (e.g., email, phone) to CSUB volunteers for the purposes and duration of the volunteer assignment. All CSUB volunteers are prohibited from inferring or projecting an appearance that they are representing or otherwise making statements on behalf of the CSUB unless appropriately authorized to do so. Volunteers may not enter into agreements or commit resources on behalf of CSUB. Upon completion of their volunteer service, CSUB volunteers' access to provisional services must be terminated (except where otherwise permitted by policy, such as the provision of email to emeritus faculty).

CSUB volunteers may not:

- Be granted access to or authority over CSUB financial accounts or funds; or
- Be granted access to confidential information, unless specifically authorized.

CSUB may issue keys (e.g., to lockers, desks, offices) to volunteers as appropriate pursuant to the CSUB Key Policy, as such policy may be amended from time to time

#### *Volunteers Who Are Minors*

CSUB volunteers may be under the age of 18. If the campus believes the CSUB 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 CSUB volunteer is under 18 years old, the campus should request the volunteer's date of birth to determine specific restrictions.

Although CSUB volunteers are not employees, campuses may refer to the CSUB Employment of Minors policy for guidelines on restrictions that may apply. This document can be found on Systemwide Human Resources' Employment Policies web page at:

<https://www.calstate.edu/HRAdm/pdf2004/HR2004-24.pdf>

Any volunteer under the age of 18 must have written permission from a parent or guardian prior to performing volunteer services for CSUB. Refer to Attachment B for a template.

#### *Background Checks*

Personal identification, fingerprinting, and/or background checks can be required as determined by the CSUB President. Background checks are required for volunteers who perform work involving direct contact with minor children at CSUB-hosted recreational camps or who perform duties that would regularly require a background check if performed by CSUB employees. Sensitive positions are those designated by the CSUB as requiring heightened scrutiny of individuals holding the position, based on potential for harm to children, concerns for the safety and security of people, animals, or property, or heightened risk of financial loss to the CSUB or individuals in the university community. Refer to "Sensitive Positions" under [HR 2017-17](#) for a list of key duties and responsibilities associated with sensitive positions. The volunteer is required to pass the background check prior to performing such duties (see Attachment C for a template).

#### *Reimbursement of Expenses*

CSUB policy does not allow for a nominal fee paid to CSUB volunteers for services rendered. Although CSUB volunteers are not eligible for nominal fees, they are eligible for reimbursement expenses, such as travel expenses and allowances for official State business in accordance with CSUB procedures. Under Section 553.106 of the Code of Federal Regulations, volunteers may be reimbursed for expenses (this may include reimbursement for tuition or other materials essential to their volunteer training, transportation and meal costs) for their service without losing their status as volunteers.

### *Other Restrictions*

It is not the intent of the CSUB that volunteers replace or supplant the work performed by CSUB employees (represented or non-represented). As such, CSUB volunteers may not be used in full-time, long term assignments. Volunteer assignments are generally expected to be sporadic or of limited duration (e.g., assistance with special events or volunteering on a part-time basis over the course of a term)<sup>1</sup>.

### **Required Actions Prior to Commencing Volunteer Assignment**

All volunteers must complete the following prior to the commencement of a volunteer assignment:

1. Volunteer Acknowledgement Form
2. Parent Consent Form for volunteer under the age of 18.

These forms must be properly completed and filed with the Office of Human Resources prior to commencing volunteer work. Volunteers will need to be fingerprinted if required by the provisions of the fingerprinting policy.

#### 3. Required Trainings

All CSUB volunteers, regardless of assignment, must complete five essential CSUB trainings. These trainings must be completed prior to volunteering, and certifications showing the completion of these trainings should be provided to the Office of Human Resources prior to volunteering:

- a. Gender Equity & Title IX
  - b. CSUB's Discrimination Harassment Prevention Program for Non-Supervisors
  - c. Data Security and Family Educational Rights and Privacy Act
  - d. Campus Emergency Preparedness
  - e. Injury & Illness Prevention Program
- #### 4. Other Possible Required Trainings
- a. If a CSUB volunteer will be working outdoors or working with students outdoors, volunteers must complete CSUB's [Heat Illness Prevention Training](#) prior to beginning a volunteer assignment.
  - b. If a CSUB volunteer will be driving a vehicle on official CSUB business, they must complete CSUB's [defensive driving course](#).
  - c. Other trainings may be assigned depending on the nature of the volunteer activity.

# CSUB VOLUNTEER IDENTIFICATION FORM

<b>Name:</b>	Last	First	Middle
<b>Address:</b>	Street, Apt. #	City	Zip
<b>Phone Contact:</b>	(    )	(    )	
	Area Code/Phone Number (home/cell/work)	Area Code/Phone # (home/cell/work)	
<b>Emergency Contact:</b>	Name	(    )	
		Area Code/Phone #	
<b>Department:</b>			
<b>Supervisor's Name:</b>		(    )	
		Area Code/Phone #	
<b>Volunteer Date(s):</b>	Start Date	End Date	
<b>Assignment and Summary of Duties:</b>			
1. Need to drive a vehicle on university business?		Yes <input type="checkbox"/> No <input type="checkbox"/>	
Driver's License #: _____		State: _____ Exp. Date: _____	
Defensive Driver Cert. #: _____			
2. Need to travel on university business?		Yes <input type="checkbox"/> No <input type="checkbox"/>	
3. Background check required?		Yes <input type="checkbox"/> No <input type="checkbox"/>	
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"/>	
Are you under the age of 18?		Yes <input type="checkbox"/> No <input type="checkbox"/>	
If you are under the age of 18, please provide date of birth:			
*All minors are required to complete a Parent Consent Form.			

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 CSUB Volunteer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of CSUB Dean/Director/Administrator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of CSUB Human Resources Dept Representative

\_\_\_\_\_  
Date

**California State University Bakersfield (CSUB)  
Volunteer Release Form for Minors  
Parent Consent Form**

(To be completed and signed by parent/guardian of volunteer if volunteer is under 18 years of age)

**Event/Activity:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Volunteer's Name:** \_\_\_\_\_ **Address:** \_\_\_\_\_

**Health & Accident Insurance Contact:** \_\_\_\_\_ **Policy #:** \_\_\_\_\_

**Emergency Contact Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

I, \_\_\_\_\_, being the parent or legal guardian of \_\_\_\_\_ (the "Minor") hereby consent to and authorize the Minor to act as a volunteer for the California State University Bakersfield (CSUB).

I acknowledge and agree that activities performed by the Minor as a volunteer will be performed strictly on a voluntary basis, without any pay, compensation, or benefits. I agree and understand that the Minor must comply with the rules and regulations established from time to time by CSUB and that failure to do so may result in the Minor's immediate removal as a volunteer.

I am aware of the nature of the activities to be performed by the Minor as a volunteer. These activities will include, but are not limited to the following type of activities: \_\_\_\_\_

I agree that all volunteer activities are to be performed by the Minor at the Minor's risk and I assume full responsibility therefore.

On behalf of myself, the Minor, and our respective heirs and personal representatives, I agree to indemnify and hold the State of California, the Trustees of the California State University, CSUB and all of its officers, employees, representatives and volunteers free and harmless from and against all claims, damages, losses and expenses, including attorney fees, that my minor child may sustain while participating in the volunteer activity. I hereby release and discharge the CSUB and the Trustees of the California State University, CSUB, and all of its officers, employees, representatives and volunteers from any and all claims, demands, causes of action of any nature or cause, for any such injury or damage incurred or suffered by the Minor.

**Parent/Legal Guardian Signature**

I have carefully read this agreement, waiver and release and fully understand its contents. I am aware that this is a release of liability and a contract between CSUB and myself and I sign it of my own free will.

**Print Full Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# California State University Bakersfield (CSUB) Volunteer Background Check Authorization Form

I understand that certain CSUB volunteer assignments in sensitive areas require background checks. I also understand that any misrepresentation, falsification, or omission of facts herein may be considered cause for dismissal from any volunteer assignment.

I, \_\_\_\_\_ (Print name) hereby authorize and request any law enforcement agency, or other persons having personal knowledge about me, to furnish the California State University (CSUB) Bakersfield or its authorized agent, with information regarding criminal convictions or other information in their possession regarding me in connection with my volunteer role in a sensitive assignment. I agree that a photocopy of this information can be furnished to the CSUB, and that it will have the same authority and authenticity as the original.

Campus: CSU Bakersfield

Volunteer Participant's Full Name (Printed): \_\_\_\_\_

Other names used: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **STATE PRIVACY NOTICE**

The State of California Information Practices Act of 1977 (effective July 1, 1978) requires the CSUB to provide the following information to individuals who are asked to supply information about themselves:

- The principle purpose for requesting and collecting the personal information on this form is to conduct background checks. CSUB policy and federal statute authorize the maintenance of this information.
- Furnishing all information requested on this form is mandatory.
- The personal information will be kept confidential and used only in accordance with applicable laws.
- The personal information will be given to government enforcement agencies if these agencies request such information, or as otherwise required by law.
- **Information Practices Act Notice (Civil Code § 1798.17)**
- This information is being requested by CSU Bakersfield. CSU Bakersfield is authorized to maintain this information pursuant to Education Code §§ 89500, 89535. Submission of the information requested on this form is mandatory. Failure to provide the requested information will mean that you will be ineligible for the position you are seeking. The principal purpose for which this information is to be used is to assist the University in evaluating your eligibility, qualifications, and suitability for the position you are seeking. You have a right of access to records containing personal information maintained by CSU Bakersfield. The name, business address and telephone number of the person at CSU Bakersfield who is responsible for maintaining the requested information and will be able to inform you of the location of this information is: Office of Human Resources at 9001 Stockdale Hwy., Bakersfield, CA 93311 (661) 654-2266.