

## CSU VOLUNTEER EMPLOYEE POLICY

### **NOTE: FORM(S) MUST BE RECEIVED IN HRIS BEFORE VOLUNTEER BEGINS WORK**

Individuals who volunteer services to the CSU, whether on an ongoing basis or for a short-term event, are considered CSU volunteers. A CSU volunteer is an individual who performs work or provides services without compensation for a semester, academic year, calendar year, session or any part thereof. CSU volunteers may perform a variety of functions in support of campus activities. Examples of volunteer work include, but are not limited to:

Volunteers who teach or assist in teaching; volunteers who assist with registration; volunteers working in Health Centers or learning centers; students who volunteer to assist with campus activities; volunteers who drive vehicles on official University business such as field trips or athletic events; volunteers who perform general office work; and volunteers who assist at campus events.

CSU 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 licensing requirements and CSU requirements such as defensive driver training and 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 copy of the document must be on file with the Payroll Office.)

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.

CSU volunteers are eligible for workers' compensation and state liability coverage. (NOTE: The University does *not* provide worker's compensation coverage to students participating in University-sponsored community service programs.) A CSU volunteers may be authorized to drive a vehicle on official state business, in accordance with University policies and procedures, as determined appropriate in accord with the CSU volunteer duties and responsibilities. Additionally, a CSU volunteer may be entitled to reimbursement for travel expenses in accordance with University procedures for reimbursement of travel expenses and allowances.

CSU students who provide service in connection with an academic course or program may be a type of CSU volunteer in certain circumstances. Contact the Office of Faculty Affairs for more information.

CSU, Chico volunteers are required to sign and date a **Volunteer Employee Form**. This form can be downloaded from our web site at [http://www.csuchico.edu/hr/docs/pdf\\_forms/PYRL-VolunteerEmployee.pdf](http://www.csuchico.edu/hr/docs/pdf_forms/PYRL-VolunteerEmployee.pdf). Once completed, send an original to HRIS, Zip 0010. A copy of appropriate license or certificate, if applicable, must be attached.