California State University Bakersfield
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.

Status as Volunteers

Volunteers are not employees of the California State University or CSUB, and 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/_files/CSUB-CECE-Internship-Policy-Guidelines-6.24.19.pdf), and/or contact the systemwide Center for Community Engagement at http://www.calstate.edu/cce/ for more information.

Discrimination and Harassment

Volunteers are included as third parties under the CSU Nondiscrimination Policy, which can be found at:

https://calstate.policystat.com/policy/12891658/latest/

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 the CSUB and the 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 CSU B 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:


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 2015-08 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).

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 two 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 with the Volunteer Acknowledgement Form:

   a. Gender Equity & Title IX
   b. CSUB’s Discrimination Harassment Prevention Program for Non-Supervisors

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 working with students, they must complete CSUB’s Injury & Illness Prevention Program training.

   c. If a CSUB volunteer will be driving a vehicle on official CSUB business, they must complete CSUB’s defensive driving course.