

CALIFORNIA STATE UNIVERSITY, BAKERSFIELD  
POLICY FOR APPOINTMENT OF VOLUNTARY EMPLOYEES

California State University, Bakersfield utilizes volunteers to assist in our mission of educating students. A volunteer is an individual who performs work or provides services without compensation for a semester, academic year, calendar year, session, or any part thereof. This policy applies to individuals utilized to provide administrative and support staff services as well as those individuals used as "Management" or "Supervisory", in accordance with the provisions of the Higher Education Employer-Employee Relations Act (HEERA) and the Management Personnel Plan. Individuals who provide their services in a teaching capacity may be utilized as faculty volunteers.

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 and learning centers, drive vehicles on official CSUB business such as field trips and athletic events and perform general office clerical work. Volunteers must also have the necessary training and/or supervision to safely carry out the volunteer work, and depending on the particular function to be performed, must meet the approved license/certification requirements.

Individuals who serve as faculty, staff, or student volunteers under this policy are covered as employees for purposes of Workers' Compensation and state liability coverage. Volunteers may drive a vehicle on official CSUB business as long as they possess a valid driver's license, an active defensive driver training certificate and have a good driver record. Volunteers must possess, prior to appointment, the required license or certificate if hired in a field requiring such. For example, a medical doctor volunteering his/her services must have a current license to practice medicine in the State of California and meet other special qualifications as required by CSUB.

All volunteers must complete the following form:

1. Volunteer Acknowledgement Form

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.