

## Appointment Guidelines for Non-Faculty Volunteers

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### I. Overview

Sonoma State University appoints volunteers in accordance with the [CSU Volunteer Policy \(HR 2015-10\)](#). Volunteers are individuals who perform assignments or provide services to the University without compensation, whether on an ongoing basis or for a short period of time.

Volunteers who are coaching, teaching or otherwise working with students in an academic capacity (i.e. tutoring or providing classroom assistance) are considered Faculty Volunteers and should be appointed via the Faculty Affairs Office, following the Faculty Volunteer Appointment Guidelines.

Non-faculty volunteers are appointed by departments with the prior approval of the Human Resources Office. These volunteers may perform a variety of functions in support of campus activities including, but not limited to, assisting with campus activities and/or programs; driving vehicles on official university business such as field trips or athletic events; or performing general office work. At no time should a volunteer perform duties that are assigned to and/or could be otherwise performed by a union employee.

All non-faculty volunteers are required to complete the appointment process outlined below prior to starting their volunteer assignment.

### II. Volunteer Appointment Process

1. The department is responsible for recruiting volunteers and following internal department processes related to volunteers.
2. The department should complete a [Non-Faculty Volunteer Form](#) and submit it to HR for approval before any work is performed by the volunteer.

All initial volunteer appointments will end on the last day of the current fiscal year, if not earlier. Ongoing volunteer appointments may be re-appointed on a fiscal year basis (July 1 through June 30).

A new volunteer appointment form will be required for re-appointments.

3. In an effort to provide the safest possible environment for students, faculty, staff and visitors, Sonoma State University conducts background checks on volunteers appointed to designated sensitive positions, or as required by law.

HR will determine which positions are subject to background checks and approvals will be granted to the department after successful completion of the volunteer screening.

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For additional information regarding background check requirements and procedures, please refer to the [CSU Background Check Policy HR-2015/08](#).

4. Upon approval of the volunteer appointment, HR will notify SSU Library and Police Services to grant volunteer parking permit and/or library access. Active students and/or employees are not eligible for a free parking permit.

Volunteers must present appropriate ID to Library and Police Services representatives in order to activate their access.

5. HR will maintain all records for non-faculty volunteers.

### III. **Volunteers under the Age of 18**

If volunteer is under the age of 18, the [Parental Consent Form](#) must be completed in addition to the Non-Faculty Volunteer Form. Both forms should be submitted to HR.

Although volunteers are not employees, HR will refer to the [CSU Employment of Minors Policy](#) (HR 2004-24) for guidelines/restrictions that may apply.

### IV. **Volunteers Who Drive on University Business**

A volunteer may be authorized to drive a vehicle on official state business in accordance with University policies and procedures, as determined to be appropriate in relation to the volunteer's duties and responsibilities. Additionally, a volunteer may be entitled to receive reimbursement for travel expenses in accordance with University procedures for the reimbursement of travel expenses and allowances.

When volunteers will drive a personal, state, or rental vehicle on approved state business, the department should complete the following steps. A copy of the applicable document should be submitted to HR.

1. Department should verify that the volunteer has a valid driver's license.
2. If the volunteer will drive a personal vehicle, the [State of California Authorization to Use Privately Owned Vehicles on State Business \(Form 261\)](#) should be completed. This form should be recertified annually, and completed in advance of travel.
3. If the volunteer is to receive reimbursement for the trip, s/he must sign the [Authorization for Absence from Campus Duties/Travel Advance Request form](#), in advance of the travel.

In addition, it is highly recommended that these volunteers complete the online [Defensive Driving Training](#).

### **V. Other Information**

Volunteers are covered under the University's workers' compensation and state liability coverage.

SSU non-faculty volunteers, while not paid, must meet the same standards and qualifications required of a compensated employee. They must also have the necessary training and/or supervision to safely carry out the volunteer work and, depending on the particular function performed, must meet the approved license/certification and CSU requirements.

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.

All policies of the University shall apply to volunteer employees.