I. REFERENCES
A. UCSD Implementing Procedures 3 - Types of Appointment
B. UCSD Implementing Procedures 21 – Appointment

II. POLICY
A. General
University policy and the Fair Labor Standards Act (FLSA) permit individuals to volunteer for a staff appointment without compensation providing that the appointment does not displace a regular staff employee.

A person who renders services to a designated person and who is under the control or supervision of that person is deemed to be an employee of the designated person under the Worker's Compensation laws, even in the absence of compensation for such services rendered.

Staff volunteers, as that term is used in this policy, are persons who directly volunteer their services for a staff appointment without compensation and who are subject to the control or supervision of the University. Conversely, individuals who volunteer their services through a sponsoring agency or organization (e.g., the Friends of the Library or the Red Cross) maintain their employer-employee relationship with that sponsoring agency during their volunteer service to the University. Such persons are not considered employees of the University for Workers' Compensation purposes and, therefore, are not required to complete or sign any forms.

The Staff Volunteer Appointment Procedures and Form shall be used for each volunteer appointment. The usual departmental approvals required for the hiring of staff employees are necessary, subject to final approval by the Human Resources Department. Those benefits, which are based on pay status, do not apply to staff volunteer appointments. Therefore, staff volunteers are not eligible for sick leave, holidays, vacation, retirement or insurance benefits other than those available under Worker’s Compensation laws.
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B. Age Requirements
Each staff volunteer must adhere to minimum age requirements. Minors under age eighteen (18) who have neither graduated from high school nor the equivalent, nor have been awarded a certificate of proficiency, may be appointed as a staff volunteer in accordance with State law. Minors must provide certification of their age to support the staff volunteer appointment authorization process and provide either:

1. A Work Permit from their school; or
2. A Written Authorization from their parents.

C. Duration of Volunteer Appointments
Staff volunteer appointments may be approved for up to one year. Appointments may be extended by completing a new Staff Volunteer Appointment Form (Appendix A) with the following wording noted in the comment section: To Extend Staff Volunteer Appointment.

III. PROCEDURES
The Staff Volunteer Appointment transactions must not be entered into the Payroll Personnel System (PPS). The following procedures apply to Staff Volunteer Appointment transactions:

A. Staff Volunteers Not Otherwise Employed by the University
In addition to individuals who volunteer their services for personal reasons or benefit and without affiliation, this category includes volunteer trainees associated with the University either independently or through a formal campus or Medical Center approved training or internship program.

1. The Department:
   (a) Completes Appendix A, Section I of the Staff Volunteer Appointment Form, and signs in Section II; and
   (b) Completes the Loyalty Oath and Patent Agreement, and signs as witness for both sections.

   Procedures
2. The Staff Volunteer:
   (a) Completes Appendix A, Section II of the Staff Volunteer Appointment Form.
   (b) Signs the Loyalty Oath (all persons other than aliens).
   (c) Signs the Patent Agreement.
   (d) Completes and signs the Personal Data Form (PDF).
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The Staff Volunteer Appointment Form and one copy of the form, the Loyalty Oath and Patent Form, and the Personal Data Form must be forwarded by the hiring department to the Human Resources Department, Records Unit for approval prior to the time that the staff volunteer reports for work.

B. Staff Volunteers Otherwise Employed by the University
University employees volunteering their services to another department may not perform their regular duties in such volunteer capacity, nor may they perform any volunteer tasks during regular working hours.

Procedures
1. The Department:
   Completes Appendix A, Section I of the Staff Volunteer Appointment Form, and signs in Section II.

2. The Staff Volunteer:
   Completes Appendix A, Section II of the Staff Volunteer Appointment Form.

The Staff Volunteer Appointment Form and one copy of the form must be forwarded by the hiring department to the Human Resources Department, Records Unit for approval prior to the time that the staff volunteer reports for work.

IV. RESPONSIBILITIES
A. The Department:
   1. Consults with the Human Resources Department Records Unit regarding staff volunteers prior to making a commitment to a prospective staff volunteer.

   2. Prepares and forwards the original and one copy of the Staff Volunteer Appointment Authorization Form, Personal Data Form, and Loyalty Oath and Patent Agreements to the Human Resources Department, Records Unit at mail code 0922.

   3. In the event the volunteer holds a visa the department must consult with Human Resources Department Records unit.

B. The Human Resources Department:
   As the Office of Records for staff volunteer appointments, the Human Resources Department, Records Unit maintains records of staff volunteer appointments and related forms.

C. The UCSD Medical Center:
   For information about the UCSD Medical Center Hillcrest and Thornton volunteer services, please call the Medical Center Volunteer Services Office at (619) 543-6370.
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STAFF VOLUNTEER APPOINTMENT FORM

SECTION I  (To be completed by the department)

Date Prepared: __________________________

Name __________________________________
Last __________________ First ___________ Middle __________

Begin Date ___________ /End Date ___________  Home Department Unit Code ________________

Home Department Name ____________________________  Mail Code________________________

Department Contact ____________________________  Telephone ___________________

Please check as appropriate:  Citizen ___ Yes ___ No  Visa Status (if applicable):_________________________

List any relatives employed at UC San Diego: _________________________________________________________

UC Student Status (please check):
___ Registered  Are you currently on UCSD pay status?
___ Not Registered  _____ Yes  _____ No
___ Undergraduate
___ Graduate
___ Not Registered/
___ Degree Candidate  ___ Career  ___ Limited
___ Candidate  ___Contract  ___Student

Title: Volunteer    Title Code: 9900/Without Salary

Describe the nature of the volunteer efforts/Comments:

SECTION II  (To be completed by the volunteer)

I am volunteering my services to the University of California, San Diego for the purpose of __________________________ in the __________________________ Department solely for my personal reasons or benefit without promise or expectation of compensation or University benefits. My volunteer services will not be performed in my regular department or in connection with regular duties, and I understand that I will not displace a regular status employee.

Volunteer’s Signature ____________________________  Date ____________________________

Departmental Authorization Signature ____________________________  Date ____________________________

Prepared by ____________________________  Mail Code __________ Telephone ___________________

Please forward the original and one copy of this form to the Human Resources Department, Records Unit, at mail code 0922 for review and authorization. The Records Unit will return an approved copy of the Staff Volunteer Appointment Form to the department.

Human Resources Records Unit Signature ____________________________  Date ____________________________

Effective Date: May 1, 1997
Revised Date: October 22, 2008