

**3/Types of Appointment
Staff Volunteer Appointment**

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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Staff Volunteer Appointment**

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).

**3/Types of Appointment
Staff Volunteer Appointment**

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
- Not Registered
- Undergraduate
- Graduate
- Not Registered/
Degree Candidate
- Candidate

Are you currently on UCSD pay status?
 Yes No

If yes, please check one of the following:

- Career Limited
- 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