

UCSB GUIDELINES FOR VOLUNTEER SERVICES

INTRODUCTION AND PURPOSE

Volunteer staff appointments without salary are to be utilized whenever an individual volunteers their assistance or services to the University and receives no compensation. Individuals who volunteer their time and expertise to the University provide an important service to the University and help further its mission of teaching, research and public service. In turn, volunteers gain valuable experiences and a sense of personal satisfaction.

These guidelines are intended to help promote a productive, safe and mutually beneficial environment for volunteers and for the campus by setting appropriate expectations and clarifying roles and responsibilities for both volunteers and their sponsoring department or unit.

APPLICABILITY

Federal regulations ([29 CFR § 553.101-106](#)) define a volunteer as an individual who:

1. Performs hours of service for a public employer for civic, charitable or humanitarian reasons;
2. Provides the services without any expectation of compensation.
3. Offers services freely and without pressure or coercion from the employer; and
4. Does not perform the same type of services as an employee of the same public employer.

For the purpose of workers' compensation coverage, a volunteer is further defined as a person rendering services to the University where:

1. The University has control and direct supervisory responsibility over the manner and result of the services rendered; and
2. The volunteer receives no remuneration for such services other than meals, transportation, lodging, or reimbursement for incidental expenses, if appropriate.

The following categories do NOT fall within the volunteer definition:

1. The service provided is solely in pursuit of the individual's personal education goals;
2. The individual receives remuneration for services rendered from a non-UC payroll, e.g., visitors or guests on per diem or travel allowance or academic or research visitors receiving support from home institutions.

3. The individual is sponsored by an outside agency and provides service to the University through that sponsoring agency, e.g., Red Cross volunteers or United Way volunteers;
4. The individual is an off-campus volunteer who is sponsored or referred by the University but is not under the direct supervision and control of the University, e.g., Student Internships, Student Teachers, etc.
5. Guests of the University such as: casual visitors, computer users who are employees of an organization which has a formal contractual agreement to use computer facilities; or retired employees who desire occasional access to campus/laboratory/recreational facilities.

PROCEDURES

1. Complete the Workers' Compensation Program Volunteer Registration Form and send a copy to Workers' Compensation, Business Services. For further information and a modifiable PDF form, go to:
<http://www.workcomp.ucsb.edu/VolunteerInfoForm.pdf>
2. Departments may also need to complete the UC Waiver of Liability – Elective/Voluntary Activities, depending on the nature of the duties. For further information and a modifiable PDF form, go to:
<http://www.riskmanagement.ucsb.edu/Forms/rm/quicktips/QTWaiver1.pdf> or contact Risk Management at x2860.
3. Certain volunteers who perform sensitive tasks, such as the care and security of children or the handling of cash, are required to submit to, and satisfactorily complete, a criminal background check. For more information, visit:
<http://www.hr.ucsb.edu/employment/background-checks/criminal-convictions>
4. Volunteers are not required to be entered into the Payroll/Personnel System and to sign the University of California Loyalty Oath; however, they may be required to sign the University's patent acknowledgment form if they use University research facilities.
5. In the case of minors who have not graduated from high school, a work permit must be obtained prior to the beginning date of their service. Minors must not enter into a work situation without an approved work permit. For more information, visit:
http://hr.ucsb.edu/employment/employing_minors.php