

**CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
UNIVERSITY STUDENT UNION, INC.**

PERSONNEL POLICY / PROCEDURE

SUBJECT: Volunteers

REFERENCES: California Department of Labor

DEFINITION/S: A volunteer is an individual who performs work or provides services to the University Student Union of his/her own free will, without remuneration of any kind, for public service or humanitarian purposes, whether on an ongoing basis or for a short-term event, shall be considered a volunteer.

A student who performs work in the course of his/her studies, as part of the curriculum, is a volunteer only if he/she receives no payment for work performed and no credit toward school fees.

Individuals, who perform work for the University Student Union and receive a stipend, are not considered "volunteers" for purposes of this policy.

POLICY: The University Student Union may appoint volunteers to perform work or provide services to the University Student Union.

Volunteers must have the necessary training and/or supervision to safely carry out the work or services for which they have volunteered and, depending on particular assignments, must have approved licensing, certification and/or meet other requirements.

Volunteers shall be required to adhere to all University Student Union, California State University, Northridge and California State University policies and procedures that apply to employees while providing volunteer service.

Individuals interested in volunteering their services to the University Student Union must submit a letter of application and intent to the University Student Union, Human Resources Officer prior to being accepted for volunteer appointment.

Volunteers must sign a Volunteer Appointment Form and Release and Hold Harmless Agreement prior to the start of their volunteer assignment.

Volunteers may not drive their own or a USU-owned or rented vehicle on official USU business.

Volunteers serve at the pleasure of the Executive Director.

PROCEDURE: Volunteers must sign-in at the University Student Union's Human Resources Office prior to beginning their volunteer assignment.

Recommended by the Personnel Committee on: March 17, 2006

Approved by the Board of Directors at its regular meeting on: March 27, 2006