BACKGROUND

The University and its colleges have from time to time been the beneficiary of volunteered services from individuals who without compensation are willing to make a contribution to the work of the institution. These services are highly regarded by the University and frequently constitute an important source of supplementary assistance in completing projects of a special nature.

POLICY

Volunteers are viewed as a supplementary source of expertise and talent to augment the offerings and services of the colleges. The use of volunteers should be encouraged within certain parameters: it should be limited to those circumstances where the college is afforded the opportunity to offer courses or services which could not ordinarily be provided with the resources available to the college.

Volunteers should possess special talents, skills, or expertise which supplement those of the full-time and part-time staff. Volunteers should not be utilized to replace full-time or part-time paid staff. Special care must be taken in monitoring the use of volunteers to assure that volunteered services are freely given and are not undertaken with any assurances of future paid employment or other current or future benefits.

PROCEDURE

1. Each volunteer must complete form OFSR-648 (copy attached); the College Personnel Director must countersign this form and retain the original. A fully signed copy of this form must be provided to the volunteer.
PROCEDURE (continued)

Each volunteer appointment must be for the equivalent of one semester or less; such appointment must be entered in the applicable month's Chancellor's/University Report under Action Code "Q5 - Appointment of Volunteers (Classified)." Such appointment must also be entered into the college's CUPS system using Title Code Number "04999 - Volunteer (Non-instructional)." Note that volunteers providing instructional services are covered by a different Action Code and a different Title Code Number.

3. Volunteers should be provided assignments under the supervision of a full-time paid staff member; also, a record of assignments and hours worked must be kept for each volunteer. This will serve to monitor assignments and to facilitate responding to future reference inquiries and verification requests.

4. Volunteers are not subject to the I-9 procedures of the U.S. Immigration and Naturalization Service.

5. Current, active employees who volunteer in their same job title to perform their same job duties may generate an overtime obligation for the college under the provisions of the U.S. Fair Labor Standards Act. This should not be permitted.

6. The colleges may provide to volunteers a courtesy identification card (photo or non-photo) with an expiration date clearly indicated. This will enable authorized access to the campus for the period of the volunteer service.

7. Depending on the duties performed or the amount of access the volunteer will have to the college, fingerprinting may be a wise college policy. The fees in such cases may be paid by the college or department utilizing the services of the volunteer.

8. Volunteers are eligible for coverage under Workers' Compensation. Nonetheless, the colleges should exercise care to avoid placing volunteers on strenuous assignments or in hazardous areas.

9. Volunteers are not eligible to receive Unemployment Insurance benefits for having served as a volunteer.

10. The colleges shall compile an annual report at the end of each fiscal year specifying the name of each volunteer and the nature of the assignment. Reports will be reviewed by the University Personnel Office during the regular audits of the colleges' personnel operations.

11. Questions regarding unusual situations should be addressed to the University Personnel Director.

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att.: form OFSR-648 (09/90)
WHEREAS, the undersigned person desires to provide volunteer services to ______________________ of The City University of New York which could not ordinarily be provided with the resources available to the College, and

WHEREAS, the College desires to have the benefit of the volunteer services of the undersigned person,

NOW, therefore, the undersigned person hereby accepts the appointment for the period of ________ to ________ to the title of Volunteer in the ____________________________ at the College. The duties and schedule are:

The following conditions apply to such appointment:

1. The undersigned person waives the right to any salary or any other form of compensation which may result under the terms of any otherwise possibly applicable collective negotiating agreement, action of The City University Board of Trustees, or provision of law.

2. The undersigned person further waives any right he or she may have to any membership in or benefit from any health, or welfare plan or retirement system or consideration for future employment on the basis of service pursuant to this appointment, or credit for service pursuant to this appointment, or any other right, privilege, or benefit to which he or she may otherwise be entitled by virtue of this appointment, under the terms of any applicable collective negotiating agreement, action of The City University Board of Trustees, or provisions of law.

3. The undersigned acknowledges and agrees that the above specified appointment is subject to approval by The City University Board of Trustees and sufficient student registration.

(Volunteer name) ____________________________ (Volunteer signature/Date) ____________________________

(College Personnel Director)