

## Frequently Asked Questions in Regards to Faculty Volunteers

### **Do Faculty Volunteers require a background check?**

No.

“Background checks are required for volunteers who perform work involving direct contact with minor children at CSU-hosted recreational camps or who perform duties that would regularly require a background check if performed by CSU employees.”\*

### **May an active lecturer work as a Faculty Volunteer for additional units that bring them above 100%?**

No.

“The Fair Labor Standards Act (FLSA) provides that, if a public sector employee (including a CSU employee) is otherwise employed by the agency to perform the same type of services as those for which the individual proposes to volunteer, the employee shall not be considered a volunteer. As such, a CSU employee may not volunteer to take on additional duties related to their primary job for which he/she could be paid. The term “same type of services” shall be defined as any duty or responsibility that is closely related to the duties performed by or responsibilities assigned to the compensated CSU employee. There are no limitations or restrictions imposed by the FLSA on the types of services which a private individual (non-CSU employee) may volunteer to perform for the CSU.”\*

### **May a person volunteer if they are not eligible to be a paid employee?**

No.

“Under no circumstances can a CSU employee begin work as a volunteer before obtaining appropriate work authorization, or before the work authorization verification process is complete. The U.S. Department of Homeland Security Citizenship and Immigration Services (USCIS) has very rigid interpretations of what activities constitute employment. Volunteering for a position which normally provides compensation is considered employment and is, therefore, not permitted without appropriate work authorization.”\*

### **Must a Faculty Volunteer meet the same requirements to teach as a paid faculty member?**

Yes.

“CSU volunteers must have the necessary training, equipment, and/or supervision to safely carry out the volunteer services. All CSU volunteers must be supervised by CSU staff or faculty as appropriate to the services being performed. Depending on the particular function performed, the volunteer must meet the appropriate licensing or certificate requirements prior to performance of those duties.”\*

“An individual who volunteers services in a field which requires a license or certificate must satisfy that requirement prior to performance of those duties. For example, a medical doctor, volunteering services, must have a current license to practice medicine before volunteering.”\*

### **Are Faculty Volunteers allowed to drive on University business?**

Yes.

“If the CSU volunteer is authorized to drive a vehicle on official state business, it must be accordance with university policies and procedures, as determined appropriate in accord with the CSU volunteer duties and responsibilities. Under California Government Code Section 3118, volunteers must comply with all rules and regulations applicable to the CSU and the CSU has the obligation to ensure such compliance.”\*

### **Do Faculty Volunteer have access to University resources?**

Yes.

“Background checks are required for volunteers who perform work involving direct contact with minor children at CSU-hosted recreational camps or who perform duties that would regularly require a background check if performed by CSU employees.”\*

“Campuses may issue keys (e.g., to lockers, desks, offices) to volunteers as appropriate to the assignment/project or position responsibilities. Campuses must have procedures in place to determine and monitor the appropriate issuance of keys, ensure that keys are returned at the end of the volunteer assignment, and to ensure that risks to the CSU are mitigated. Under no circumstances are master keys to be issued to volunteers.”\*

\* HR2015-10 Quotes

It is not the intent of the CSU that volunteers replace or supplant the work performed by CSU employees.