

**CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA
POLICY NO: 1303**

**APPOINTMENT OF VOLUNTEER FACULTY AND SUPPORT
STAFF**

A volunteer is an individual who performs work or provide services without compensation whether on an on-going basis or for a short term event. Volunteers are appointed by use of Volunteer Identification Form which must be kept on file in the appointing department for approximately one year.

Individuals appointed as faculty or staff volunteer are covered as an employee for purposes of worker compensation and state liability insurance. Under no circumstances should any individual be allowed to perform volunteer services unless the individual has completed the Volunteer Identification Form. For further information contact the Associate Vice President of Faculty Affairs with reference to faculty, and Manager of Workers Compensation and Risk Programs in the Office of Risk Management with reference to support staff.