

Subject: VOLUNTEER PROGRAM

| REFERENCES | SECTIONS |
|--|--|
| Executive Order http://gov.ca.gov/news.php?id=3368 | S-14-04 |
| Law & Regulation http://leginfo.legislature.ca.gov/faces/codes.xhtml;jsessionid=ec740fb92d7f258ccc38ebd5c0c9 http://www.govtrack.us/congress/bills/103/hr2010 | Labor Code 3363.5 GC 18934 National Community Service Trust Act of 1993 (42 U.S.C.12501 et seq.) |
| Personnel Management Policy and Procedures Manual (PMPPM) | 910 |
| Other | |
| CaliforniaVolunteers (formerly CA Service Corps, formerly Governor's Office of Service and Volunteerism) http://gov.ca.gov/news.php?id=14536 | |

Volunteer Program

Policy

The DGS Volunteer Program provides employment and/or training opportunities designed to assist people in fulfilling their career development goals. Participants in the program can work a variable schedule to accommodate their needs as well as the needs of the DGS. A maximum or minimum number of hours are not a requirement of this program. Volunteers may opt to work in fields they are interested in, have current or prior schooling in, or work in areas they know little about—gaining exposure to a different career environment.

Definition

Volunteers are not considered civil service employees since they do not hold positions in State civil service. Government Code (GC) section 18526 defines an **employee** as a “person legally holding a position in State civil service.” Therefore, **volunteers shall not** receive civil service appointments for their volunteer service.

A volunteer position is a way to gain on-the-job training while performing meaningful service for the DGS. It is an excellent way to become familiar with various work environments, acquire work-related references, and increase one’s marketability for future employment. An addition the DGS Volunteer Program is an excellent avenue for transitional workers, retirees, college students, homemakers, and others who are interested in joining the DGS’ workforce.

Benefits received

The table below identifies the benefits volunteers may or may not receive, but is not limited by those listed.

| May receive | Does not receive |
|--|---|
| <ul style="list-style-type: none">• Workers’ compensation• Travel expense reimbursement, if traveling on State business• Meet entrance requirements for examinations | <ul style="list-style-type: none">• State service credit• Sick leave• Vacation/annual leave• Non-industrial disability leave |

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Volunteer Program, Continued

Roles and responsibilities

The following table identifies the roles and responsibilities regarding the Volunteer Program.

| Supervisor | Volunteer | Personnel Liaison (PL) | Volunteer Program Administrator |
|---|---|--|--|
| <ul style="list-style-type: none"> • Familiarize volunteers with the DGS' policies, rules, and regulations • Establish goals for each specific assignment • Treat volunteers as "full" members of the staff, making every effort to give them challenging work at a level that is appropriate to their ability | <ul style="list-style-type: none"> • Dedicate time and talent to the DGS in exchange for valuable work experience • Complete assignments as directed • Conduct themselves in a professional manner • Fulfill the commitments described in the Volunteer Service Agreement | <ul style="list-style-type: none"> • Serves as a resource for supervisors, volunteers and the community • Recruit community members who are interested in volunteering • Develop and maintain a list of available worksites • Perform intake interviews prior to referral to a specific worksite • Ensure there is a match between volunteer and supervisor • Be available as a consultant to resolve any concerns on the part of the participants | <ul style="list-style-type: none"> • Services as a resource for the PL, supervisors, volunteers and the community • Support the PL in identifying volunteers, providing information on civil service exams, and monitoring the number of volunteers working in the DGS |

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Volunteer Program, Continued

Liability and workers' compensation

Section 3633.5 of the Labor Code allows public agencies to provide workers' compensation benefits to volunteers involved in work-related accidents while performing volunteer service. The DGS provides workers' compensation benefits to volunteers.

Client agencies who elect to provide workers' compensation to volunteers should make arrangements with the State Compensation Insurance Fund (SCIF). If workers' compensation is not provided, injured volunteers may file "tort" claims against the State. These claims are based on the State's negligence in causing the injuries. "Tort" claims are filed with the California Victims Compensation and Government Claims Board (VCGCB). After a claim is filed, the injured person may bring suit against the State.

Driving and travel

Volunteers are eligible to travel on State business and can be reimbursed for travel expenses. Volunteers will be reimbursed for necessary travel expenses at the rate negotiated for State employees performing comparable duties.

Note: Travel advances are not issued to volunteers.

Volunteers may be permitted to check-out State vehicles for the purpose of conducting State business. Volunteers must have a valid California driver's license and automobile insurance.

Hiring procedures

When hiring a volunteer, refer to the attached Volunteer Program packet.

Attachments

[Volunteer Program](#), [Volunteer Orientation Packet](#), [Volunteer Record and Service Agreement \(DGS OHR 79\)](#), [Oath of Allegiance \(STD 689\)](#), [Volunteer Time Sheet](#), [Travel Expense Claim \(STD 262\)](#), [Authorization to Use Privately Owned Vehicle \(STD 261\)](#), [Volunteer Evaluation](#), [Essential Functions Health Questionnaire \(STD 910\)](#), [Emergency Information/Physician Designation \(DGS OHR 20\)](#) – go to <http://www.dgs.ca.gov/osp/Forms.aspx> to order this form.
