

Volunteer Employment

Volunteers over the age of 18 or High School Student Minors under the age of 18

Department Responsibilities:

Department should first determine if the volunteer is age 18 years or over. In order to employ minors, Departments must obtain an approved work permit at the time of hire. If the incumbent is over 18, the department must submit either a position description or a cover letter that includes a description of the nature of the work and the duties to be performed following the process below. If a minor is to be appointed as a volunteer, call your Employment and Outreach Consultant/Recruiter to discuss necessary steps to comply with federal and state child employment laws.

- Review the need for a volunteer/without salary employee.
- Contact your department's Employment and Outreach Consultant/Recruiter to discuss the circumstances and nature of the volunteer appointment and/or to identify potential interested candidates.
- **Employment of minors** (individuals who are under the age of 18): Submit a completed copy of the Statement of Intent to Employ Minor and Request for Work Permit form B-1 from the California Department of Education to your recruiter with a job description or a cover letter that includes the nature of the work and the duties to be performed.
- Have the volunteer complete the Oath and Patent Form. Keep this form in your department's personnel file.
- Complete the Workers' Compensation form entitled Volunteer/Without Salary (WOS) Appointment. Keep this form in your department's personnel file. In the event of a claim, Workers' Compensation will contact your department for the documentation.
- Volunteer employment for minors does not require a work permit; however, we require a completed Statement of Intent to Employ Minor and Request for Work Permit form B-1 to be submitted to acknowledge legal guardian consent to the minor's volunteer assignment. In these situations it may not be necessary for the school to sign off on the form or to generate a work permit. Contact the school's authority on work permit approval if necessary to determine if the school is requiring approving or not.

Employment and Outreach Consultant/Recruiter Responsibilities:

- Your department's Employment and Outreach Consultant/Recruiter will respond to any inquiries and discuss the appropriateness of duties that may be performed by the volunteer.
- Check to see if the request is associated with any school special programs and discuss the nature of the request in compliance with Child Labor Laws.
- Advise the department to follow the steps for the volunteer process.
- Permit not required for volunteer work, however, **must have** the dept. provide you with written justification to ensure all steps are taken for the safety of the minor. The justification must include the age of the high school student, the nature of the job responsibilities (**specific**), purpose, duration, supervision, work environment setting, tools and equipment to be used, hours, etc., copy of a parental consent indicating knowledge of tasks to be performed and approval of volunteer work (can use the consent form issued by the issuing school district as part of the application process for the work permit).
- Review justification for request; consult with Employment Manager if necessary

- Contact the department regarding approval determination.
- Maintain Recruiter log of volunteer appointments

References:

- Policy and Procedure Manual 370-20, Workers' Compensation (5/11/06)
- Policy and Procedure Manual 290.60, Health and Safety
- Request for Work Permit - Work Experience (DOC) This form is used to employ a minor and request a work permit for the minor. <http://www.cde.ca.gov/ci/ct/we/documents/b1-1.doc>
- Personnel Policies for Staff Members, 21 Appointment-UCD Procedure - Exhibit D
- Guidelines for Conducting Background Check
- Background Check Worksheet and Background Check Authorization