



VOLUNTEER FORM

\*Please refer to page 2 for definition of volunteer

Volunteer's Name, Phone Number, Address, Street, Apt. #, City, State, Zip, Emergency Contact Person (Name), Phone Number, Relationship, Department & Phone Number, Supervisor's Name and Title, Start Date of Volunteer Service, End Date of Volunteer Service (Must have termination date, indefinite is not acceptable)

Description of duties to be performed by Volunteer ("Activities"), Approximate Schedule (days and hrs/week), 1. Need to drive a vehicle on Corporation business?, 2. Are you 18yrs or older?, 3. Need to travel on Corporation business?

Please check appropriate box: CSUMB Student, CSUMB Employee, Faculty, Corporation Employee, Off Campus Student, Community Volunteer

Have you ever been convicted for any offense, other than minor traffic violation? If Yes, please explain:

Please read carefully before signing:

This is to acknowledge that I desire to volunteer my services to perform the duties or activities similar to those listed above for the University Corporation @ Monterey Bay ("Corporation") under the direction of my supervisor. I understand that I will not be compensated for these services provided during the dates listed above from either the Corporation or California State University at Monterey Bay (CSUMB).

I hereby certify that all statements made on this application are true and complete to the best of my knowledge and belief. I understand that falsification of the above record may be considered cause for dismissal. I volunteer for the date(s), services, and under the conditions indicated above. I acknowledge receipt of the Corporation's Nondiscrimination Policy.



Choose all that apply: (yes/no drop down)

Drive a vehicle on University business? If yes, Defensive Drive training is mandatory.

Requires an Otter ID for IT or Building access?

Travel on Corporation business?

No Working with minors, elders, or sensitive information? If yes, background is mandatory.

*Thank you for volunteering your services to the Corporation.*

\_\_\_\_\_  
Signature of Volunteer/Legal Guardian if under 18 yrs of age      Date

\_\_\_\_\_  
Supervisor/Project Director's Signature      Date

\_\_\_\_\_  
*Corporation HR Signature*      Date

Approval    Denial

Background Required

## VOLUNTEERING

*A “volunteer” is a person who performs work for public services, religious or humanitarian reasons without promise, expectation or receipt of compensation for that work. Whether a person is properly classified as an employee or a volunteer is determined by the parties’ intent. If a person intends to volunteer his/her services for public services, religious or humanitarian objects, not as an employee and without expecting pay, the person is not an employee of the religious , charitable or similar nonprofit corporation that receives the service.*

*However, a person who offers to work for nothing, for the purpose of gaining experience, is an employee, not volunteer. In general, a volunteer may not perform work that we normally pay someone to perform.*

Individuals may provide service to the Corporation of CSU Monterey Bay by serving as a volunteer without pay. A volunteer performs Activities under the direction and supervision of a staff employee, and must meet any license requirements (i.e. medical license, valid CA driver's license, etc.). For both the protection of the volunteer and the Corporation, volunteers must have the necessary training and/or supervision to safely carry out volunteer work.

The Corporation **Volunteer Form** must be completed and processed through Corporation Human Resources (“CHR”) for all volunteers. The appropriate administrator will submit this form to CHR as soon as possible.

The Corporation **Volunteer Form** contains important information regarding the volunteer and the services provided:

- ✿ Name, address, telephone number
- ✿ Emergency contact information
- ✿ Assignment, duties, department, supervisor
- ✿ Approximate schedule (days of week and hours)
- ✿ Acknowledgement that services are voluntary and without pay.
- ✿ Acknowledgment that a copy of the Corporation’s Nondiscrimination Policy was given to the Volunteer.
- ✿ Signature authorization by appropriate administrator

Volunteers must comply with pertinent Corporation regulations, policies, and procedures. Additionally, volunteers who are required to drive as part of their volunteer services are required to complete and pass training in Defensive Driving and continue to meet the established driving standards as a condition of their volunteer service for the Corporation.

If you have any questions regarding the volunteering or the Volunteer Form, please contact the CHR office at (831) 582-4498.

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## Nondiscrimination

### **501. Unlawful Harassment**

The Corporation is committed to providing a work environment free of unlawful harassment. Corporation policy prohibits sexual harassment and harassment based on pregnancy, childbirth or related medical conditions, race, religious creed, color, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation, or any other basis protected by federal, state or local law or ordinance or regulation. All such harassment is unlawful. The Corporation's anti-harassment policy applies to all persons involved in the operation of the Corporation and prohibits unlawful harassment by any employee of the Corporation, including supervisors and co-workers. It also prohibits unlawful harassment based on the perception that anyone has any of these characteristics, or is associated with a person who has or is perceived as having any of these characteristics.

Prohibited unlawful harassment includes, but is not limited to, the following behavior:

- ▶ Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations, or comments;
- ▶ Visual displays such as derogatory and/or sexually-oriented posters, photography, cartoons, drawings, or gestures;
- ▶ Physical conduct including assault, unwanted touching, intentionally blocking normal movements or interfering with work because of sex, race, or any other protected basis;
- ▶ Threats and demands to submit to sexual requests as a condition of continued employment, or to avoid some other loss, and offers of employment benefits in return for sexual favors;
- ▶ Retaliation for reporting or threatening to report harassment.

If you believe that you have been unlawfully harassed, you should provide a written complaint to any Corporation Manager, supervisor or to the Corporation Human Resources Manager. Your complaint should include details of the incident or incidences, names of the individual involved, and names of any witnesses. Supervisors and managers must immediately refer all harassment complaints to the Corporation Human Resources Manager. All reported incidents of unlawful harassment will be immediately investigated. The Corporation Human Resources Manager or designee will immediately undertake or direct an effective, thorough, and objective investigation of the harassment allegations. The investigation will be completed and a determination regarding the alleged harassment will be communicated to the employee who complained and the accused harasser.

If the Corporation determines that unlawful harassment has occurred, effective remedial action will be taken in accordance with the circumstances involved. Any employee determined by the Corporation to be responsible for unlawful harassment will be subject to appropriate disciplinary action, up to, and including termination. The Corporation will not retaliate against

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anyone for filing a complaint or providing evidence regarding a complaint. The Corporation will not tolerate or permit retaliation by any other Foundation employee.

The Corporation encourages all employees to report any incident of harassment forbidden by this policy immediately so the complaints can be quickly and fairly resolved. All employees should also be aware that the Federal Equal Employment Opportunity Commission and the California Department of Fair Employment and Housing investigate and prosecute complaints of prohibited harassment in employment. If you believe you have been harassed or that you have been retaliated against for resisting or complaining, you may file a complaint with the appropriate agency. The nearest office is listed in the telephone book.

## **502. APPEAL PROCESS.**

Harassment/discrimination/retaliation complaints brought to the attention of the Corporation Human Resources will be thoroughly investigated and addressed pursuant to the Corporation's guidelines (*section 501*).

In the event the complaint is not resolved to the employee's satisfaction, the employee may submit a written request for review to the Administrative Director of the Corporation, no later than fourteen (14) working days after being notified of the resolution of the complaint by the Corporation Human Resources.

No later than five working days after receiving the request for review, the Administrative Director of the Corporation or designee will contact the employee to schedule an appointment. The Administrative Director of the Corporation or designee will notify the employee of his/her decision no later than 15 working days after meeting with the employee or receiving the request for review if the employee does not request to meet with the Administrative Director of the Corporation or designee. The decision of the Administrative Director of the Corporation or designee will be final.