
CALIFORNIA ADMINISTRATIVE MANUAL

GENERAL POLICY & GUIDELINES

The California Energy Commission supports a Volunteer Services Program whereby individuals may contact or may be contacted by staff within the Energy Commission for purposes of volunteer work.

Volunteers can serve the Energy Commission in several capacities. A volunteer's work often proves very valuable to the office in which they are working and gives the volunteer an opportunity to apply some of their needed skills in the workplace. Such arrangements are beneficial to all.

Examples of the type of work which volunteers have done for the Energy Commission are:

- Assist in public workshops, make presentations at project demonstrations, or participate in discussions with other workshop speakers and focus groups;
- Conduct research and collects needed information;
- Assist in computer modeling projects;
- Perform surveys and analyzes data obtained;
- As a volunteer law clerk, draft research memos, motions, pleadings and briefs, and aid in the preparation for and conduct of administrative hearings.

Within the following Guidelines section are subsections which briefly describe the benefits a volunteer will enjoy, as well as information regarding the importance of recording the time worked as a volunteer, and restrictions pertaining to volunteer employment. Following the Guidelines section is a chart which instructs the volunteer's supervisor what forms are required before employing a volunteer, as well as time reporting after the volunteer has begun work. The Procedures section provides the steps necessary to employ a volunteer.

Benefits to the Volunteer

Examinations. Duties performed during volunteer service may be used to meet entrance requirements for open civil service examinations if the duties are relevant to the examination. Substantiation of the time worked on the Time Report, CEC-35, signed by both the volunteer and division management, is submitted with the examination application.

Safety. State departments have the option to provide or not provide worker's compensation benefits to volunteers who are injured in the course of their volunteer employment. The Energy Commission has elected to provide worker's compensation benefits to our volunteer employees. Should a volunteer sustain an injury while performing approved volunteer duties, the volunteer's supervisor is responsible, for conferring with the Energy Commission's Worker's Compensation Coordinator regarding procedures to apply for Worker's Compensation.

Travel. Volunteers may be permitted by the Energy Commission to operate state-owned vehicles or personal vehicles when required in the normal course of their work assignments, provided that the volunteer possesses a valid California driver's license, provides proof of completion of the defensive driver training course administered by the Department of General Services' Office of Risk Management, and has been authorized to participate in the Energy Commission's DMV Pull Notice Program. All volunteers driving

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on state business will be required to complete a STD. 261, Authorization to Use Privately Owned Vehicles on State Business. Volunteers may also apply for a General Services Charge Card for travel purposes after completing the required authorization form, CEC-209, available through the Business Services Office.

Volunteer employees may receive reimbursement for job-related, approved travel and per diem expenses. The volunteer's supervisor is responsible for ensuring that all state and departmental policies are followed when requesting travel approval for a volunteer, and when assisting a volunteer in completing travel expense claims. A statement from the volunteer's supervisor identifying the employee as a volunteer and explaining the nature of the services being performed for the State when the expenses were incurred must accompany the volunteer's travel expense claim. Reimbursement shall be in accordance with Board of Control rules.

Training. Training courses, which are approved at the employing division's discretion, and which will assist the volunteer in developing their job-required or job-related knowledge, skills, and abilities, may be provided at no cost to volunteer employees. Approval and enrollment of a volunteer for training courses is coordinated by the division/office.

Time Reporting

Because duties performed as a volunteer may be used to meet entrance requirements for open civil service examinations, volunteers must complete a Time Report, CEC-35, for each month in which work has occurred. It is the volunteer's responsibility to retain copies of these signed time reports and attach them to their examination application form. Without these copies, the Examination Unit cannot verify volunteer hours worked, and the experience cannot be counted towards the minimum qualification.

Time reports are also necessary when determining potential Worker's Compensation claims and the State's responsibility.

Restrictions

- A volunteer may not replace any Energy Commission civil service employee.
- A volunteer is not entitled to any paid employment as a result of his/her voluntary activity.
- Volunteers may not receive civil service appointments for their volunteer service (the examination process is still required).
- Benefits such as sick leave and vacation leave do not apply to volunteers.
- Volunteer experience is not included as part of state service credit or seniority credit.

PROCEDURES

The following forms and documents must be completed prior to the first work day:

Volunteer Service Agreement, CEC-195 (available on the Forms Menu)
Duty Statement

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Oath of Allegiance, STD-689 (available on the Forms Menu)
Emergency Notification Form, CEC-42 (available on the Forms Menu)

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| DIVISION/OFFICE | 1. Prepares required forms and a brief duty statement describing the work to be performed. Meets with the volunteer, discusses the various forms required, reviews the duties to be performed, and provides applicable forms to the volunteer for completion. |
| VOLUNTEER | 2. Completes the required forms and signs the duty statement. Completes the Oath of Allegiance form. If volunteer is not a U.S. citizen, individual is not required to take the Oath (Part 1), but must complete Parts 2 and 3 of the form. If volunteer is a U.S. citizen, Parts 1 and 3 must be completed (there should be no entry in Part 2). |
| DIVISION/OFFICE | 3. Signs off on the Volunteer Service Agreement CEC-195. Obtains Deputy Director's signature on duty statement.

4. Before the volunteer's first day of work, obtains signature from the Personnel Office on the volunteer's Oath of Allegiance form where indicated as "Authorized Official."

5. Ensures that all forms and documents have been completed and signed. Makes three copies of complete package (Volunteer, Division/Office, Personnel Office). Forwards original package to the Accounting Office.

If it is impractical for the volunteer to either receive or return the required forms in person, the package may be mailed or transmitted using a FAX machine, however all forms and the duty statement are still required and all signatures must be obtained prior to work. |
| SEPARATING/
TERMINATING
A VOLUNTEER | 6. When the volunteer's employment is completed or terminated, the Division/Office follows the Energy Commission's Employee Separation Clearance Procedures, the same process used for employees. |