

VOLUNTEER SERVICE AGREEMENT

CONFIDENTIAL NOTICE

This document contains personal information and pursuant to Civil Code 1798.21 it shall be kept confidential in order to protect against unauthorized disclosure. Pursuant to the Federal Privacy Act (P.L. 93.579) and the Information Practices Act of 1977 (Civil Code Section 1798, et seq.), this notice is hereby given for the request of personal information by this form. The requested personal information is voluntary. The principal purpose of the voluntary information is to facilitate the processing of this form. The failure to provide all or any part of the requested information may delay processing of this form. No disclosure of personal information will be made unless permissible under Article 6, Section 1798.24 of the IPA of 1977. Each individual has the right upon request and proper identification to inspect all personal information in any record maintained on the individual by identifying particular. Direct any inquiries on information maintenance to your IPA officer.

Volunteer First Name:		Volunteer Last Name:	
Office/Day Phone Number: () -		Home Phone Number: () -	
Social Security Number:			
Home Street Address:			
City:		State:	Zip code:

Supervisor First Name:		Volunteer Last Name:	
Supervisor Title:			
Office Phone Number: () -		Cell Phone Number: () -	

VOLUNTEERS, PLEASE READ:

As assigned by California Environmental Protection Agency Personnel, I agree to comply with all policies, procedures, rules, regulations, directives and instructions, provided by the supervisor of the volunteer. By entering into this agreement, I understand that I am an employee of the California Environmental Protection Agency for purposes of Worker’s Compensation Insurance coverage only. I will conduct myself in accordance with those standards set by for other Agency employees. I understand and agree to the following policies and conditions.

- Any training provide by the Agency is to assist the volunteer in developing knowledge, skills, abilities, and performing functions and duties which are of benefit to the Agency and/or the volunteer.
- Volunteers do not replace any civil service employees.
- Volunteers are not entitled to paid employment as a result of volunteer activity.
- Volunteers may be reimbursed for necessary allowable expenses for subsistence and travel in connection with approved volunteer services. Such reimbursement shall be in accordance with the Agency’s travel and reimbursement rules.
- Volunteer operating a State-owned vehicle must have a valid driver’s license and demonstrate the ability to drive safely.
- If the volunteer operates a private motor vehicle as part of his/her volunteer activities he/she must file a certificate of insurance coverage and mechanical safety of the vehicle.

THIS AGREEMENT MAY BE TERMINATED BY EITHER PARTY AT ANY TIME.	
If previous state employee, titles held:	
Volunteer Signature:	Date:
Supervisor Signature:	Date: