

University of California, Berkeley

**INSTRUCTIONS FOR DEPARTMENT  
ON VOLUNTEERS**

Complete the *WORKERS' COMPENSATION PROGRAM Volunteer Registration* form to document each of your department's volunteers. Workers' Compensation coverage is provided to volunteers as defined in *DEFINITIONS OF VOLUNTEERS FOR WORKERS' COMPENSATION COVERAGE*. If a work-related injury or illness occurs, this form will be used to assist in determining proper coverage.

Volunteers should also sign the *STATE OATH OF ALLEGIANCE, PATENT POLICY, AND PATENT ACKNOWLEDGMENT (UPAY585)* form. This form is available from your department hiring unit and can be obtained from Campus Supply.

Please read the following instructions to ensure proper coverage for your volunteers:

*VOLUNTEER REGISTRATION FORM*

1. Complete the Volunteer Registration form. Do NOT use a Personnel Action Form (PAF).
2. The supervisor or campus research director should complete the sections related to location, schedule and duties. It is important that these sections accurately reflect the volunteer's relation to the University.
3. Retain form in Department files.

*STATE OATH OF ALLEGIANCE, PATENT POLICY, AND PATENT ACKNOWLEDGMENT (UPAY585) FORM*

The *Patent Acknowledgment* section of UPAY585 should be signed by:

1. Non-compensated researchers
2. Visiting scholars or postdoctoral appointees who use University research facilities or funds
3. Consultants who work in an advisory capacity with University employees engaged in extramurally funded research

The *State Oath of Allegiance* section of UPAY585 should be signed by all volunteers engaged in continuous and organized volunteer functions.

Questions regarding Workers' Compensation coverage should be directed to the Office of Workers' Compensation and Vocational Rehabilitation at UHS Tang Center at 643-7921.

Other questions regarding volunteers should be directed to your Employee Relations Specialist.



## WORKERS' COMPENSATION PROGRAM

### Volunteer Registration Form

*This section to be completed by the supervisor or research director:*

Department:	Supervisor: Work Phone:	
Work Location:	Social Security Number:	
Period of Service:		
Work Schedule:		
Brief Description of Duties:		
<i>State Oath of Allegiance, Patent Policy, and Patent Acknowledgement (UPAY 585) form</i>		Date Signed:
Signature of Department Head or Designee:	Title:	Date:

*This section to be completed by the volunteer:*

Name:	Phone:
Address:	Student Status: <input type="checkbox"/> Graduate <input type="checkbox"/> Undergraduate <input type="checkbox"/> Not Applicable
If a student, name of school:	Is volunteer work related to course work? <input type="checkbox"/> Yes <input type="checkbox"/> No
Volunteer Statement:  <p><i>I understand that the above-described volunteer service will be uncompensated (except for per diem, where applicable). I understand that either I or the University may terminate this relationship at any time without notice. I agree to abide by all rules and regulations of the University. I understand that I am not an employee of the University.</i></p>	
Volunteer's Signature:	Date:

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**DEFINITIONS OF VOLUNTEERS FOR  
WORKERS' COMPENSATION COVERAGE**

For the purpose of Workers' Compensation coverage, a volunteer is defined as a person rendering services to the University where:

1. The University has control and direct supervisory responsibility over the manner and result of the services rendered AND;
2. The volunteer receives no remuneration for such services other than meals, transportation, lodging or reimbursement for incidental expenses AND;
3. The volunteer does NOT belong to any of the following categories:
  - a) The service provided is solely in pursuit of the individual's personal education goals;
  - b) The individual receives remuneration for services rendered from a non-UC payroll.  
Examples:
    - i) visitors or guests on per diem or travel allowance
    - ii) academic or research visitors receiving support from home institutions or governments
  - c) The individual is sponsored by an outside agency and provides service to the University through that sponsoring agency. Examples:
    - i) Red Cross Volunteers
    - ii) United Way Volunteers
  - d) The individual is an off-campus volunteer who is sponsored or referred by the University but is not under the direct supervision and control of the University. Examples:
    - i) student internships with external agencies where the University has no direct supervision or control
    - ii) student teachers with external agencies where the University has no direct supervision or control
  - e) Guests of the University. Examples:
    - i) casual visitors
    - ii) computer users who are employees of an organization that has a contractual agreement to use computer facilities
    - iii) retired employees who desire occasional access to campus/lab/recreational facilities