USE OF VOLUNTEERS REQUEST FORM

Site_________________________________ Person Making Request_________________________________

Start Date_________________________ Estimated Duration_________________________________________

Brief Description:

________________________________________________________________________________________

________________________________________________________________________________________

Approvals:

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

CSEA President/Designee Date

CSEA Job Family Representative Date

Human Resources Administrator Date

Article 23.3.7 At least fifteen (15) days prior notice must be given to the Director of Classified Personnel through use of the “District Use of Volunteers Request Form” by the requesting administrator or classified manager. The use of a volunteer must be approved by obtaining the signatures of the CSEA President/Designee, a Human Resources Administrator, and the affected job family representative on the form before the work is performed. If any concerns exist regarding the request, the Director of Classified Personnel shall be notified immediately. A conference shall be held as soon as possible in an effort to resolve the concerns. The fifteen (15) day time frame can be reduced by mutual agreement of the CSEA President/Designee and Director of Classified Personnel.