

Appointment of Academic-Year Faculty Member as a VOLUNTEER in the Summer

Policy: The purpose of this policy is to insure that SUNY-ESF Academic Year Faculty who perform non-paid service to the College in the summer receive Workers Compensation coverage and liability protection.

Outside of the academic year (which dates are communicated annually), some academic-year faculty are hired on the State/ESF or Research Foundation (RF) payroll and would be covered as employees for the actual dates they are working on those payrolls. In addition, SUNY faculty who are Project Directors/Principal Investigators on active RF awards or projects and performing work in those titles (whether or not they are on RF payroll) are automatically covered with RF Workers Compensation and liability insurance coverage.

Academic-Year Faculty who perform service to either ESF or RF in the summer without being paid should be appointed as official volunteers for the time period or actual dates they are volunteering (with the exception of RF Project Directors/Principal Investigators as explained in the paragraph above). Examples of volunteer services for ESF include advising students, serving on committees, and performing research related to their regular academic-year professional obligation; examples of volunteer service for the RF is working for a grant where the individual is not a Project Director/Principal Investigator.

SUNY Volunteer Policy: Volunteers provide direct service in support of SUNY and its programs without remuneration. Volunteers must be properly appointed and recorded since volunteer status provides coverage under the Worker's Compensation Law should they be injured while performing their volunteer duties. In addition, Section 17 of the Public Officers Law provides that the NYS Attorney General will defend these volunteers should they become involved in litigation that pertains to an incident involving their volunteer duties as long as the volunteers did not intentionally engage in wrong doing.

Research Foundation Sponsored Program Volunteer and Participant Insurance Coverage: The Research Foundation of State University of New York maintains insurance coverage that protects not only its employees, but also its sponsored program volunteers and participants. While volunteering on a Research Foundation sponsored program, you are afforded accident/medical coverage, general liability coverage, and excess auto coverage. The Research Foundation's insurance coverage protects you while you are participating and volunteering on the sponsored program. It does not provide coverage to you while you are in transit to and from home.

Volunteer status for Academic-Year Faculty is automatically effective if approved by the Department Chair and the properly completed form is received in the Office of Human Resources.

Academic-Year Faculty Last Name: _____		First Name: _____	
Department: _____	Email: _____	Phone: _____	
Will Faculty Member be performing service full-time or part-time? <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time			
Campus Location(s)/Building(s)/Room(s) _____			
Start Date: _____	End Date: _____	NOTE: Time periods/dates must be outside of the academic-year obligation	
Is the service for ESF or Research Foundation? <input type="checkbox"/> ESF <input type="checkbox"/> Research Foundation			
If for Research Foundation, indicate Project/Task/Award: _____		Cost to grant: _____	
Will this position require operation of a vehicle?: <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, for what purpose?: _____			
Owner of the vehicle that will be used? <input type="checkbox"/> Individual <input type="checkbox"/> ESF <input type="checkbox"/> Research Foundation <input type="checkbox"/> Other: _____			
Will Faculty Member live in college-provided or paid lodging as a result of the volunteer service? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Provide brief description of the volunteer service: _____			

Faculty Member Signature: _____		Date: _____	
Department Chair/Director Signature: _____		Date: _____	

Complete and Return to:

Office of Human Resources · Attn: Tammi Kincella · 216 Bray Hall · takincella@esf.edu · 315.470.6611 (phone) · 315.470.6953 (fax)