

WARREN COUNTY VOLUNTEER/INTERN POLICY**Overview**

Internships provide college students and recent graduates with the opportunity for training or work experience. However, there should be no expectation of permanent job placement within the County at the conclusion of any internship program. Internships by definition are temporary in nature and whether a volunteer (unpaid) or employee, proper procedures must be followed to ensure appropriate educational agreements, job titles and specifications are in place.

Scope

This policy applies to all Warren County constitutional officers, department heads, division heads, or their designees who are responsible for interviewing, on-boarding, or supervising employees, interns and volunteers.

Definitions and Terms

Internship - A temporary, but formal paid or unpaid position with an emphasis for on-the-job training rather than merely employment. Formal internships require written agreement(s) to be executed between the department, sponsoring university or college and student. All positions receiving a stipend or wage are considered temporary employees in accordance with Civil Service Commission regulations.

Title – Civil Service Commission non-competitive title being utilized and budgeted to provide a stipend or wage.

Stipend - A regular fixed payment, as a wage or salary. A stipend must, at a minimum, be equal to or exceed the state minimum wage rate and will be the equivalent to step 1 of the non-competitive title's range in the applicable collective bargaining agreement.

Volunteer - An individual who performs hours of service for a public agency for civic, charitable or humanitarian reasons, without the promise, expectation, or receipt of compensation for services rendered. An unpaid intern is considered a volunteer.

Policy

Internships can be beneficial for the County, the department and the individual. However, there needs to be an effective method for identifying both paid and unpaid interns, and where they are assigned.

Departments must have sufficient funds budgeted in advance to account for any positions to be utilized as paid internships. To ensure the County is in compliance with all applicable Internal Revenue Service codes, Fair Labor Standards Act and Department of Labor requirements, there needs to be a standardized process in place for onboarding both volunteers and interns.

As with all employees, positions to be utilized as paid internship(s) must be created in advance via resolution and approved by the Board of County Commissioners as follows:

- 1) Annual departmental and County budget process, or
- 2) If outside the annual budget process, a memorandum from the department head must be submitted to Personnel with a copy to the County Administrator.

All submitted requests must identify the department and division to which the position is being requested, the non-competitive civil service title being utilized, funding source, total weekly hours and duration of the internship shall be required. Once received, Personnel shall draft a resolution creating the temporary position for Administrator and County Commissioner review and approval.

Paid Internships

Paid interns are considered county employees and shall be required to complete all new hire paperwork and processes. However, as temporary employees, paid interns do not earn any paid leave time other than paid sick leave, if eligible pursuant to State law. All interns and volunteers must be given a copy of the position's job specifications prior to hiring, and a copy shall be on file in Personnel.

Department heads must contact Personnel for assistance prior to entering into any formal agreement with college or university regarding a paid or unpaid internship.

Volunteers

Volunteers and unpaid interns shall also be required to complete a departmental orientation and complete an Intern/Volunteer acknowledgement form (*See Appendix – Form 812*) and be provided with all applicable new hire/orientation paperwork including being provided copies of the county's Anti-Harassment policy prohibiting unlawful harassment and discrimination.

All volunteers must be registered with each department head to ensure coverage under the county's Group Accident Insurance Policy for volunteers.

Duration

- Formal internships shall be for one semester in duration, with the option to extend the internship for a second semester.
- Temporary employees shall be employed for no more than an aggregate of six months in any twelve month period, regardless of any grant funding involved.

Related Standards, Policies, and Processes

Warren County Hiring & Appraisal Policies and Procedures – *Section 714*

Warren County Anti-Harassment and Discrimination Policy – *Section 702*

Warren County Sick Leave Policy – *Section 302*

Volunteer - defined under 29 CFR 553.101-103