

OGDEN-WEBER TECHNICAL COLLEGE	Number 520.46	Effective Date 4/23/98 Revised 4/27/17 10/20/22	Page 1 of 1
POLICY	Approval: President's Cabinet		
Title VOLUNTEER/INTERN WORKERS			

1. PURPOSE AND SCOPE

The purpose of the policy is to define the process for coordinating the use of volunteers and interns.

2. POLICY

It is the policy of the College to use volunteers and interns as needed.

3. DEFINITIONS

3.1 Intern: Unpaid position held by an individual in which the individual acts as an aide or trainee. In most cases, educational credit is obtained by the individual as opposed to payment for work performed.

3.2 Volunteer: A person who enters into a working relationship with the College without expectation of monetary compensation.

4. REFERENCES

- Ogden-Weber Technical College Criminal Background Checks policy (#520.60)

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PROCEDURE	Approval: President's Cabinet		
Title VOLUNTEER/INTERN WORKERS			

1. General

- 1.1 Services provided by volunteers and interns are supplementary resources.
- 1.2 Vital portions of a department/program should not be dependent upon the efforts of volunteers and interns or other unpaid persons.
- 1.3 Volunteers and interns are expected to assist with activities within the guidelines of College policies and procedures.
- 1.4 Volunteer and intern arrangements do not constitute a contract of employment with the College. Either party may terminate the relationship at any time.
- 2. Management shall request recruitment of a volunteer/intern by submitting a job description of specific duties to be performed to the Human Resources Department.
- 3. The Human Resources Department shall conduct a background check in accordance with the College's "Criminal Background Checks" policy.
- 4. Supervision shall be provided by designated personnel as approved by management.
- 5. The supervisor or director shall meet with the volunteer/intern and specifically discuss expectations, position responsibilities, and relevant policies and procedures and orient the volunteer/intern to the department.
- 6. Supervisors shall develop and maintain a work file for each volunteer and intern which documents the jobs performed and the hours spent in service. The supervisors shall, in writing, evaluate the volunteers' and interns' performance and let them know how they are doing.
- 7. Supervisors are required to address improper behavior and discipline volunteers and interns as appropriate. Consultation with the Human Resources Department is required prior to implementing any disciplinary action.
- 8. Supervisors shall notify the Human Resources Department when the volunteer/intern will be terminated or separated.