

Un-Paid Intern/Volunteer Procedure

Purpose:

To provide an opportunity for students and other adults to gain experience in a college setting through an un-paid work activity.

Approvals:

All intern/volunteer positions must be approved in advance by the appropriate vice president. As part of the approval, the requesting supervisor must provide a written list of job duties the intern/volunteer will perform. The approved job duty document should be sent to Human Resources to place in the intern/volunteer's file. In no case should an intern/volunteer work more than 40 hours per week. Actual hours should be agreed upon by the supervisor and vice president.

Timing:

The intern/volunteer position must be for a defined period of time not to exceed six (6) months.

Requirements:

Interns - All interns must be at least 16 years old and enrolled as a full time student in high school or college. Students on summer break are eligible.

Volunteers - All volunteers must be at least 18 years old unless special permission is granted.

Training:

All intern/volunteers must be orientated to the College's policies on drugs, harassment, and safety the first day of the intern/volunteer assignment.

Record Keeping:

Intern/volunteers will not be entered in People Soft. A separate file will be kept in Human Resources documenting the intern/volunteer assignment.

Parking:

The intern/volunteer will be required to have a temporary parking tag if s/he is working on ABAC's main campus.

Background Checks:

Intern/volunteer positions are subject to the same scrutiny as full-time positions and the hiring practices, with regard to background checks, must also be followed. (See **BACKGROUND INVESTIGATION POLICY AND PROCEDURE** for details.)

Processing In and Out:

Intern/volunteers must process in and out through Human Resources. They will complete paper work documenting name, address, emergency contact etc. Training will be done at this time. With the completion of the paper work a background check will be done. At the completion of the intern/volunteer assignment they will process out through Human Resources. At this time they will complete an evaluation of the program.