



2/10/14

## CITY OF TURLOCK

### VOLUNTEER AND INTERN POLICY

#### PURPOSE:

To establish guidelines for the use of volunteers and/or interns within City departments.

#### POLICY STATEMENT:

A “volunteer” is an individual who is donating time to the City.

An “intern” is an individual who is unpaid, generally in school or a recent graduate, and/or is seeking employment skills that will help them ultimately obtain a career in a comparable field. A higher level of work expectation is required of an intern.

Volunteers and interns must be at least 16 years of age, with all minors under the age of 18 having the written approval of a parent or guardian. The exception to the age limit are Police Explorers who must be at least 14 years of age and Fire Explorers who must be at least 15 years of age. Individuals under 18 years of age must also provide a worker permit to the City’s Human Resources division

Under this program, the City agrees to extend its workers’ compensation coverage to volunteers/interns. Under City regulations, the City is not responsible for loss or damage of personal property used while providing volunteer/internship services nor is it reimbursable under such circumstances.

Volunteers/interns may be required to have a criminal background check. The background is conducted based upon the individual’s fingerprint data. Volunteers/interns may be rejected based upon the relation of the offense they were convicted of to the duties they may perform with the City, or if they made misrepresentations on their application.

Volunteers and interns are not employees of the City and shall not be considered employees for any purpose.

This is a bona fide volunteer/intern position and individuals are not entitled to wages or any other compensation for the time spent in the internship and may be released at any time by the City.

#### Policy Procedures:

1. All volunteers and all interns must first complete a form entitled “Volunteer/Intern Application.” All applications must be forwarded to Human Resources.
2. All Volunteers and Interns will be fingerprinted.
3. Human Resources will determine if the applicant should be subject to a criminal background check. Human Resources shall consider the type of work that the applicant will be exposed to in making this determination.
4. The Department Head or their designee who is utilizing or has requested the use of a volunteer/intern shall have direct supervision over the volunteer/intern.
5. All volunteers and interns will be required to follow all City policies and procedures.
6. An “Unpaid Volunteer / Intern Application” can be obtained from Human Resources.