



Volunteer and Unpaid Intern

Policy

It is the policy of Trenholm State Community to provide educationally-related work assignments for volunteers and unpaid interns. While performing his or her assigned duties, a college volunteer is an agent of the college; therefore, college volunteers must abide by all college policies that govern conduct and standards, safety requirements, financial responsibility, and confidentiality.

Individuals shall be considered volunteers only when their services are offered freely and without pressure of coercion, direct or implied, from the college. All volunteer opportunities must be entered into without promise or expectation of compensation, future employment, or other tangible benefit. Volunteers do not supplant college employees.

College volunteers and interns are not considered employees for any purpose and are not covered by the Fair Labor Standards Act unless he or she has applied for an approved advertised and paid intern position. Volunteers are not eligible for any college benefits except for reimbursement of expenses. In the event of a change in status from a volunteer position to a paid position, no credit will be given to a former volunteer for time spent in a non-remunerative status with respect to seniority, benefit, or retirement programs.

Definitions

Intern: Any person who provides services by personal choice without financial gain and who is sponsored by an educational institution for the purpose of learning about and gaining experience in a work assignment directly related to the course of study.

Volunteer: Any individual who provides ongoing services by personal choice without financial gain. For the purposes of the policy, “volunteer” applies to both interns and volunteers unless otherwise specified

Procedure

The following phases are required to ensure compliance with college policies. All volunteers must follow this procedure:

Phase 1

Requires the following steps:

1. The interested individual must submit a completed and signed Trenholm State employment application to the Office of Human Resources.
2. The HR staff will process the application and forward a copy to the immediate supervisor.
3. The immediate supervisor will interview the potential volunteer or intern.
4. The immediate supervisor will conduct reference checks using the Reference Check Form.

Note: A minimum of three (3) professional references must be completed. References must be from current or past supervisors or instructors or from someone familiar with the candidate’s work;

references from friends, family, etc. will not be accepted. *Approval for the employee to volunteer or intern will not be given until all reference checks and Phase 2 are completed.*

5. If the immediate supervisor wishes to continue the selection process, he or she will forward the completed EDS and reference forms back to the Office of Human Resources for the continued approval process.
6. If the immediate supervisor does not wish to offer a volunteer position to the individual, he or she will return all application materials to the HR office with a written decision.

Phase 2

Begins after the immediate supervisor is notified by the Office of Human Resources after the EDS is approved by the President. The individual shall not start work without the President's approval. Phase 2 requires the following:

1. Once all materials are returned, the volunteer or intern will be contacted by Human Resources to complete applicable paperwork.
2. HR will ask the volunteer to:
 - a. Sign the Letter of Intent indicating work will be as a volunteer or unpaid intern.
 - b. Present a legible and current driver's license to the Office of Human Resources.
 - c. Consent to a criminal background investigation (Trenholm State will pay the fee). *Approval to volunteer will not be given until evidence of a satisfactory background investigation is confirmed.*
 - d. Sign the ACCS policy concerning criminal background checks.
 - e. Sign the Drug-Free Workplace Policy form. (Copy to be provided to the volunteer/intern.)
 - f. Complete the ethics training.
 - g. Complete both the anti-harassment and the VAWA/Title IX training modules.

Supervisor' Responsibility:

1. Are responsible for determining whether or not to solicit or accept volunteers and for assuring that a volunteering individual has adequate experience, qualifications, and training for the task he or she will be asked to perform.
2. Must complete a description of volunteer services to the Human Resources Office.
3. If the volunteer is under 18, the supervisor must obtain parental consent (forward a copy to the Office of Human Resources).
4. Must supervise and train volunteer.
5. Must inform volunteer of relevant college policies.
6. Maintain records of time worked by the volunteer and submit to the Payroll Office for record keeping purposes..

Dismissal of Volunteer and Intern:

The college may, at any time and for whatever reason, and at its sole discretion, terminate a volunteer's relationship with the college.