



CITY OF HUGHSON VOLUNTEER AND INTERN PROGRAM

PURPOSE:

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

PROGRAM 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 is seeking to gain employment skills that will assist them in obtaining a career, likely in a comparable field. An internship will yield in a higher level of work expectation from the individual.

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

Volunteers and interns must be at least 16 years of age and all minors under the age of 18 must have the written approval of a parent or guardian granting permission for the individual to participate in the Volunteer and Intern Program. When applicable, for individuals under the age of 18, a worker permit will need to be provided.

Under the City’s Volunteer and Intern Program, the City agrees to extend its workers’ compensation coverage to volunteers and interns. The City is not responsible for loss or damage of personal property used while providing volunteer/internship services nor is any such loss reimbursable under any circumstance.

Volunteers and interns may be required to have a fingerprint background check prior to placement into the volunteer or intern position. Volunteers and interns may be rejected based upon the relation of the offense or conviction in relation to the duties they may perform with the City, or if misrepresentations were made on the application.

These are bona fide volunteer/intern positions and individuals are not entitled to any wages, benefits or other compensation for the time spent in the volunteer/internship position. The individual may be released at any time from the City.

Any equipment or supplies needed for volunteer and internship duties will be provided by the City and will remain property of the City. Examples could be safety items such as goggles and vests, or clerical supplies.

The City recognizes the valuable community partnerships that are a benefit from volunteer and internship positions and reserves the right to update the Program Guidelines on an ongoing basis, as needed, to continue to provide the framework for a valuable and successful program.

PROGRAM PROCEDURES:

1. All prospective volunteers/interns must complete the Unpaid Volunteer and Intern Application. Human Resources will review all applications.
2. If applicable, a fingerprint background check will be scheduled.
3. If applicable, a meeting will be scheduled with the Department Head/Supervisor who will be supervising the volunteer/intern.
4. All volunteers and interns will follow City policies and procedures.
5. Placement is not guaranteed in a volunteer or internship position. Factors such as City staff availability, department needs, and duties available for volunteer and internship assignments impact the availability of positions open at any given time.