



EL PASO COUNTY DEPARTMENT OF HUMAN RESOURCES

Internship and Volunteer Policy

Adopted Date: March 21, 2016

Revised: October 24, 2016

The County of El Paso offers internships and volunteer work for candidates who are qualified under the following guidelines.

I. ELIGIBILITY

All **Volunteer** or **Internship** candidates must meet the following criteria:

- be at least 17 years of age, or enrolled as a high school senior with good academic standing; (During the summer months, May through August, the age must be at least 14 years of age depending on area of assignment.);
- agree to work at least 8 hours per week on a volunteer basis or as the criteria for the student internship applies;
- agree to attend all assigned classes and events required of their education;
- agree to complete all assigned tasks, within the deadline and with appropriate supervision;
- agree to uphold the County of El Paso Code of Ethics; and
- agree to and abide by the policies and procedures set forth by the County of El Paso, as they apply to employees.

In addition to the criteria above, **Internship** candidates are also subject to the following requirements:

- Candidate must be currently enrolled in an accredited educational institution;
- Candidates may be required to work a pre-determined or specific number of hours in order to earn internship credit. The cumulative hours are established by their educational institution. Students may be allowed to work more than the minimum hours specified, but not more than 40 hours in one week; and
- Based on the educational institution, interns shall be placed in departments that offer specific skills or educational background in order to satisfy the requirement.

II. DEPARTMENT RESPONSIBILITY

In return for the candidate's service, the participating department shall provide the following:

Volunteer or Internship:

- An experienced manager and staff to serve as mentors;
- Hands-on learning opportunities about various aspects of the department they are assigned to;
- Performance feedback throughout the internship/volunteer experience;
- Opportunities for observation of various departmental functions; and
- Opportunities to assist in other areas of the program as requested.

Internship:

- Completion of all paperwork as provided by the intern to receive school credit for the internship if allowed by the educational institution; and
- The County of El Paso will not be liable for the school credit or the grades received by the intern for the internship. The County of El Paso Human Resources Department may only offer Pass/Fail as requested by the college or institution.

Interns/Volunteers may be terminated at any time by either the intern/volunteer or the County of El Paso. Additionally, the terms of an internship/volunteer partnership shall continue only as long as both the County of El Paso and the Volunteer benefit from the experience. However, internships may only last one year beyond the

date of graduation.

III. DEPARTMENT MANAGEMENT

Departments should have a placement and orientation plan in place prior to initiating an internship/volunteer partnership. While most departments do not offer paid internships, some departments may have the capability to do so. Departments must understand their internship budget if they have one. However, no department shall promise a paid position or reference future job offers. Internship management suggestions include:

- Placement: a position that encompasses a supportive role in the participant's department.
- Orientation: includes discussion of the department's expectations, and the intern/volunteer duties and responsibilities.
- Projects: these should be meaningful projects that will give the individual a comprehensive understanding of the department's functions.
- Supervision: the supervisor or designee should meet with the individual on a weekly basis to discuss the duties performed, concerns, or project development.
- Other management duties for internships may include the participating department to:
 - attend an internship orientation;
 - maintain contact with an instructor; and
 - develop a schedule and verify intern's work hours.

IV. PLACEMENT PROCESS

Departments who wish to participate in an internship/volunteer opportunity shall contact Human Resources with a request that includes a copy of the intended placement and project outline for the intern/volunteer. This includes a general description of the duties and responsibilities.

The department may request HR to assist in finding qualified interns/volunteers or may use their own resources to recruit.

V. SPECIFIC RESPONSIBILITIES:

The department is responsible for the following:

- Conduct interviews with intern/volunteer candidates;
- Have the intern/volunteer complete a Background Authorization form with the HR office;
- Upon a successful background verification, the department will conduct an orientation and provide any training and development for the intern/volunteer;
- Process a Personnel Action Form (PAF) for the intern/volunteer at the start and end of assignment;
- Code all hours in the County time recording system (KRONOS) for tracking purposes; and
- Request the appropriate County network and application access using the IT Department's Security Request Form. Access shall be granted in 6-month increments and must actively be affirmed by the requesting department. The department is responsible for notifying ITD immediately when the internship/volunteer term has concluded to ensure all access is removed.

Human Resources shall be responsible for the following:

- Complete a background check on all interns/volunteers prior to assignment;
- Collaborate and assist departments with interviews, guidelines, and other aspects of the intern/volunteer opportunities as needed.

VI. BENEFIT

The County commits to providing interns/volunteers with practical and realistic learning experiences by working in participating departments.

Interns may participate for any or all of the following reasons:

- To earn credit hours towards their degree plans;
- To receive "on the job" experience;

- To develop industry specific mentors; and
- To add value of the experience to their lives and current or future careers.

Interns/Volunteers are not covered by the El Paso County Workers Compensation policies and are required to complete a liability waiver before the assignment commences.

VII. PARKING

Please refer to the County's Parking Policy for Interns, Volunteers and Board Members for additional information.