

	<b>Personnel Policy: Volunteers/Interns</b>		
	<b>Control Number</b> HR056	<b>10/06/2025</b>	<b>Revision Date</b> New

**Purpose**

To establish guidelines for volunteer/intern participation in department programs while increasing opportunities for citizen and student involvement.

**Scope**

All full time and budgeted thirty-two (32) hour employees, all regularly scheduled part time and seasonal/temporary employees, volunteers and interns.

**General Statement**

Volunteers/Interns can be used in various Departments throughout the county based on their ability to meet the functions of the position and having the appropriate skills to perform the duties.

**Policy Requirement**

- Volunteers/Interns are not allowed to view any information considered confidential or protected by statute. This will preclude volunteers from working in some Departments.
- Volunteers/Interns are not entitled to permanent employment at the conclusion of the time volunteering/interning.
- Volunteers/Interns are not entitled to wages for the time spent in the Department unless funding is provided from an external organization. Scotland County does not provide volunteers/interns with any medical, health or accident benefits. This includes workers' compensation, medical and/or accident insurance, and any type of paid leave.
- Individuals aged 14-17 may be utilized as volunteers, provided they have written permission of their parent or legal guardian, and work under the direct supervision of a Scotland County employee.
- Volunteers/Interns will complete a Volunteer/Intern Application. The Human Resource Department will process the application, complete a background check, have a Confidentiality Agreement signed, and ensure the Volunteer/Intern Waiver and Release form is completed before assignment to a Department or beginning work.
- Volunteers/Interns, age 18 or older, shall have a background check completed before assignment to a Department or beginning work. Refusal to complete a background check will result in a denial of the request to volunteer/intern with any department in Scotland County.
- Volunteers/Interns will be required to sign a Confidentiality Agreement and Volunteer Waiver and Release form before assignment to a Department or beginning work. If the Volunteer/Intern is under the age of 18, the parent/guardian shall also sign the Confidentiality Agreement and Volunteer Waiver assignment before assignment to a Department or beginning work. Refusal to sign will result in a denial of the request to volunteer/intern with any department in Scotland County.
- Volunteers/Interns will be required to attend policy and safety training during orientation

- prior to beginning work at their assigned location.
- Volunteers/Interns will follow all policies of Scotland County and the Department assigned. At any time policies are violated, the volunteer/intern will be dismissed.
  - Volunteers/Interns will work under a designated supervisor who is responsible for scheduling, appropriate assignment of duties, and supervision.
  - Volunteers/Interns may be granted access to the Scotland County Network only as required by the work to be performed. Before access is granted, all IT policies shall be reviewed and signed by the volunteer/intern.
  - Volunteers/Interns shall not be issued equipment, keys, or after hours access to any building.
  - Volunteers/Interns shall not perform duties utilizing heavy-duty equipment, power equipment, equipment that may cause serious injury, or operate county vehicles.
  - Volunteers/Interns shall not receive any form of payment or have access to cash, P cards, or credit cards.
  - Department Heads shall track volunteer/intern hours to report to referring agencies and upon request.
  - Volunteers/Interns shall wear identification badges reflecting their identity and title.

Any questions or further guidance for policy interpretation and implementation should be directed to the Human Resources Director.

### **Disciplinary**

An employee found to have violated this policy may be subject to disciplinary action, up to and including, termination.

### **Reference**

n/a. New 10/06/2025