

KANE COUNTY UNPAID VOLUNTEER AND PAID INTERN POLICY AND PROCEDURES

I. GENERAL:

The County strongly believes that permitting individuals to fulfill civic, charitable or humanitarian needs by volunteering their services to County government is an important tool in connecting individuals to the community they live in. Likewise, paid internships are an important tool in recruiting and introducing innovative people to public service and preparing the workforce of the future.

It is the purpose of this policy to provide individuals with exposure to County government in action through public service. This exposure illustrates how Kane County's system of government relates across various County departments and offices and into the Kane County community at large.

Kane County provides two different opportunities for individuals seeking to provide public service:

1. Paid interns
2. Unpaid volunteers

The Human Resources Department will facilitate the offering of paid internship opportunities for individuals who have a minimum of two years of post-high school academic credit. Additional consideration will be given to those individuals who are fluent in foreign languages including Spanish, Laotian or any other languages prevalent in Kane County. A student on academic or disciplinary probation will not be permitted to apply for an internship.

The Human Resources Department will also facilitate the placement of volunteers seeking to fulfill civic, charitable or humanitarian desires through public service with no expectation, promise or receipt of compensation for their service.

Volunteers are not considered employees of Kane County and consequently shall not be entitled to any of the rights or benefits of employees, including but not limited to, paid time off, medical insurance, pension service credits, holidays, etc. For purposes of benefits, interns are not considered employees and will not receive benefits.

Interns will be paid no less than the minimum hourly rate, not by stipend, for all hours worked. All hours worked must be tracked to ensure proper and timely payment of wages plus any applicable overtime in accordance with the Fair Labor Standards Act.

All individuals will be required to complete a Kane County Volunteer/Intern Application prior to the start date of the public service experience. The application is meant to gather individual-specific information with respect to interests, future learning goals, and availability in order to allow a meaningful match to be provided for both the County and the individual. The

application will be kept on file at the County Human Resources Department.

II. DEFINITIONS:

A. Internship: An internship is an opportunity to provide a paid training experience. Any intern wanting to receive academic credit for their experience has the responsibility to facilitate the administrative activities with their educational institution after receiving approval from the County department offering the internship. Internships are typically for a fixed duration to be determined by the County and established prior to the start date. The Internship should be a meaningful and worthwhile experience intended to primarily benefit the intern and involving thoughtful preparation and interest in the intern career/learning goals. Interns are not guaranteed employment at the end of the internship experience.

B. Meaningful and worthwhile experience means a commitment to a designated number of hours per individual with the goal being the acquisition of skills necessary for the intern to gauge their interest in seeking a career in public service.

C. Volunteer: An individual who performs hours of service for a public agency for civic, charitable or humanitarian reasons, without promise, expectation or receipt of compensation for services rendered. Individuals volunteering hours of service for Kane County government are not employees. The time they spend is not compensable under contract or under state or federal wage and hour statutes. Individuals shall be considered volunteers only where their services are offered freely and without pressure or coercion, direct or implied.

Examples of services which might be performed on a volunteer basis when so motivated include helping out at the Animal Control Facility or providing tutoring assistance to Challenge residents at the Juvenile Justice Center or assisting in the waiting room of the Juvenile Justice Center.

D. County Department Designee: The County Department Head/Elected Official or supervisor designated to oversee or supervise volunteer/internship operations within each County department or office.

III. INTERNSHIP PROCEDURES:

A. Human Resources Responsibilities

- Post notices of available internship opportunities on the County's website as well as on internet-based bulletin boards of local universities.
- Screen all applications received from individuals seeking an internship opportunity to ensure the individuals meet County qualifications.

- Forward submitted internship applications to County departments that have expressed an interest in sponsoring an intern and that have submitted the required paperwork to Human Resources.
- File all completed reporting and application information in a secure location within the Human Resources Department for a period as required by state statute.
- Obtain written approval for an internship by the County Department Head/Elected Official prior to individual placement.

B. Intern's Responsibilities

- Complete a Kane County Volunteer/Internship Application and submit the application to the Kane County Human Resources County department by required deadlines.
- Submit to an informational screening, including academic credential review, criminal history background check, and driver's license check by the Human Resources Department.
- Submit to an interview by the County department with the internship opportunity.
- Complete the Intern Information Form after approval of the internship by the County Department Designee but before the start date of the internship.
- Sign a written acknowledgment that outlines the County department's expectations, learning objectives and goals.
- Complete and submit all evaluation forms, including college forms at the conclusion of the internship.

C. County Departments/Offices Responsibilities:

- County departments or offices that desire to offer an internship opportunity must submit a request to Human Resources that describes the project, the estimated project start and end dates, the approximate number of hours per week needed, the desired qualifications and/or area of study of the intern and hourly rate of pay.
- The County Department Designee will determine which members of the County department will participate in the internship experience and provide direct supervision of the intern.
- The County Department Designee will interview applicants.
- The County Department Designee will determine if computer access is needed and

will submit a request to the Information Technology Department for access **prior** to the start date.

- The County department will make sure interns comply with fingerprinting and/or other pre-employment testing prior to the intern's start date. Please call Human Resources for further direction and assistance. After acceptance of the intern, the County Department Designee will set up an initial meeting with the individual and arrange for subsequent student orientation, workplace accommodation and appropriate training to accomplish the assignment.

Orientation should include:

- Tour of the County department and introduction to staff the intern will be working with;
- Information on the history, vision and services of the County department;
- A clear list of expectations, project duties and goals; and
- A list of the resources available to the intern. This should include a workstation that has been set up for the Intern as well as the items needed by the Intern to be successful in the performance of their project.
- The County department will ensure that the intern is offered a meaningful experience during their time with the County department and bring any issues that arise to the attention of the County Human Resources Department.
- The transportation of interns by County vehicle must be authorized by the County department Head/Elected Official as necessary in the conduct of County business. If an intern is selected for a project that will require driving a County or personal automobile, the County department must notify the Human Resources Department.
- After the intern experience is complete, the County department involved with the intern will complete an evaluation of the experience and submit it to the County Human Resources Department.
- Evaluations will be reviewed by the County department and the County Human Resources Department.

IV. VOLUNTEER PROCEDURES:

A. Human Resources Responsibilities

- Screen all applications received from individuals seeking an opportunity to volunteer in a County department.
- Forward applications to County departments that have expressed an interest in sponsoring an unpaid volunteer and that have submitted the required paperwork to Human Resources.

- File all completed reporting and application information in a secure location within the Human Resources Department for a period as required by state statute.
- Obtain written approval for a volunteer position by the County Department Head/Elected Official prior to individual placement.

B. Volunteer’s Responsibilities

- Complete a Kane County Volunteer/Internship Application and submit the application to the Kane County Human Resources County department by required deadlines.
- Submit to an informational screening, including review, criminal history background check, and driver’s license check by the Human Resources Department.
- Submit to an interview by the County department with the volunteer opportunity.
- Complete the Volunteer/Intern Information Form after approval of the volunteer opportunity by the County Department Designee but before the volunteer starts work.
- Sign a written acknowledgment that specifies the unpaid nature of the volunteer opportunity and that the volunteer is working to fulfill a charitable, humanitarian or civic interest.

C. County Departments/Offices Responsibilities

- County departments or offices that desire to have an unpaid volunteer perform work for their office must submit a request to Human Resources that describes the work to be performed by the volunteer. Human Resources will review the request to confirm that the position meets the criteria for volunteer.
- The County Department Designee will designate who will supervise the volunteer.
- The County Department Designee will interview applicant volunteers.
- The County Department Designee will determine if computer access is needed and will submit a request to the Information Technology Department for access **prior** to the start date.
- The County department will make sure volunteers comply with fingerprinting and/or other pre-employment testing prior to the volunteer’s start date. Please call Human Resources for further direction and assistance. After acceptance of the volunteer, the County Department Designee will set up an initial meeting with the individual and arrange for subsequent student orientation, workplace accommodation and appropriate training to accomplish the assignment.

Orientation should include:

- Tour of the County department and introduction to staff the volunteer will be working with;
 - Information on the history, vision and services of the County department; and
 - A list of the resources available to the volunteer. This should include a workstation that has been set up for the volunteer.
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- The transportation of volunteers by County vehicle must be authorized by the County department Head/Elected Official as necessary in the conduct of County business. If a volunteer is selected for a project that will require driving a County or personal automobile, the County department must notify the Human Resources Department.