



**Category**

**POLICY: 2-69 Volunteers & Interns**

**Approval**

LT Approved:
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Responsible Party: Vice President, People & Culture

**Volunteers**

For purposes of this policy, a volunteer is an individual who performs a service of her/his own free will without monetary compensation or cost to the College and is not coerced or pressured in any way to volunteer. Volunteers derive benefits from their service, including learning new skills, enhancing career opportunities, and making professional and social contacts. WSU Tech may offer to reimburse volunteers for expenses such as travel or reward the volunteer with an appreciation event. Volunteers are accepted based on the needs of the College at any given time.

**General Guidelines:**

External volunteers over the age of 18 participating in short term assignments involving youth, will be subject to background checks. There must, be at least one point of contact within the College to coordinate volunteers in such activity.

Volunteer requests must be made in writing using a WSU Tech Volunteer Application form and submitted to People & Culture (P&C). Qualified volunteers will be screened utilizing the same background check process as employees of WSU Tech. Depending on assignment, volunteers will be required to sign a confidentiality statement. The College's non-discrimination policy will apply to the recruitment and selection of volunteers.

Each volunteer shall have a specific paid staff member to whom he or she reports and with whom to discuss work related issues. WSU Tech volunteers are subject to and expected to comply with all applicable laws and WSU Tech rules and policies, as well as comply with the rules and policies of the specific department for which they are volunteering. It is the responsibility of the individual department to ensure that volunteers are aware of the department's rules and policies and comply with them. Volunteers are responsible for maintaining the confidentiality of all proprietary or privileged information which they may be exposed to while serving as a volunteer.

Volunteers may be removed from their appointment by the supervisor for any reason. A volunteer appointed for work on a special project will discontinue service when that project is completed or terminated unless other arrangements have been made.

### **Volunteer Records**

P&C will maintain records of volunteers, and services performed. These records will be maintained for a minimum of three years after their volunteer service ends.

### **Who is eligible to Volunteer at WSU Tech?**

US citizens and non-citizens allowed to permanently reside in the U.S. over the age of 18 who are not WSU Tech employees have no restrictions on their volunteer efforts.

Current WSU Tech employees who are volunteering for activities within their regular workday must have prior approval from their supervisor. Regular wages will be paid for such volunteer service. Volunteer service falling outside of a regular workday will be unpaid, and for non-exempt employees, the volunteer work must be completely unrelated to the work performed in the day-to-day duties of their job at WSU Tech.

### **Volunteer Liability coverage:**

WSU Tech provides only general liability insurance coverage for volunteers acting within the course of their duties. Although WSU Tech is obligated to provide a safe working environment for volunteers and adheres to the same standards it has for its employees, volunteers are not covered by worker's compensation insurance benefits.

### **Wage & Hour Compliance:**

Under the Fair Labor Standards Act (FLSA), all non-exempt employees must receive minimum wage for every hour worked and time and a half for every hour over 40 worked in a week. There is an exception to this rule for volunteers of a public employer. The exception is applicable as long as:

- The individual receives no compensation for his/her service or is paid only expenses, reasonable benefits, or a nominal fee to perform the services for which he/she volunteered.
- The individual is not coerced or pressured in any way into volunteering the services, and
- If already employed by WSU Tech in a non-exempt position, the volunteer services are not the same type of services which the individual is employed to perform for WSU Tech.

### **Volunteers for the College sponsored events and the Future Maker Mobile Learning Lab:**

Individuals who are current employees of companies who have an existing business relationship with WSU Tech, (e.g., Spirit, Textron, NetApp, Koch Industries, USD's, etc,) and who have had a background screen performed by their employer may volunteer time for College sponsored events or perform duties on the Mobile Learning Lab without completing a Volunteer Application and the background screen process at WSU Tech. To ensure that these volunteers have been screened, it is required that the referring companies/schools provide information on their employee screening process(es) to WSU Tech People & Culture. Once this requirement is satisfied, referring companies can schedule their volunteers directly with the WSU Tech employee coordinating the event. Volunteer names will be provided by email to People & Culture for reporting purposes.

Volunteers from the community, not affiliated with a partner as noted above, will be subject to the regular requirement of completing a Volunteer Application and submitting to a background screening process with WSU Tech P&C. Once cleared by P&C, the volunteer can be utilized.

Applicants for employment who as part of the interview process are asked to spend time on the Mobile Learning Lab are **not** considered volunteers and are not subject to the above volunteer procedures. WSU Tech hiring practices and policies will be followed.

### **Interns:**

WSU Tech offers internships in an effort to provide high school and college-level students the opportunity to apply traditional academic classroom learning to actual work experience. The College provides for both paid and unpaid internships. Interns will not be used to supplement or replace existing WSU Tech positions.

### **General Guidelines:**

The process for accepting interns begins with the completion of an Intern Application provided to People & Culture. P&C will collaborate with Deans/Directors to ensure intern reference and background checks are performed and orientation is scheduled prior to beginning the intern assignment. The College's non-discrimination policy will apply to the recruitment and selection of interns. Records on interns will be maintained in P&C.

Each intern shall have a specific paid staff member to whom he or she reports and with who to discuss work related issues as they arise. WSU Tech interns are subject to and expected to comply with all applicable laws and WSU Tech rules and policies, as well as comply with the rules and policies of the specific department for which they are volunteering. It is the responsibility of the individual department to ensure that interns are aware of the department's rules and policies and comply with them. Interns are responsible for maintaining the confidentiality of all proprietary or privileged information which they may be exposed to while serving as an intern.

Interns may be issued departmental keys and proximity badges as needed, based on their assignment.

Students working as unpaid student interns may receive school credit or required work experience for their internship. These students earn only units of credit authorized and conferred by the school of attendance.

A department's ability to use paid student interns will be determined by available budgets.

### **All interns must:**

- Be enrolled in high school or college coursework to qualify.
- Have a current cumulative GPA of at least 2.5 (verified by providing copy of last grade report).
- Demonstrate proficient verbal and written communication skills.
- Have strong initiative and the ability to work independently.
- Meet Department/Division specified qualifications.

### **Orientation and Training:**

Prior to beginning an intern assignment, all student interns will be required to complete Orientation and required paperwork with P&C staff.

**Performance:**

Interns may be removed from their assignment by the supervisor for any reason; however, every attempt will be made to communicate performance deficiencies to the student and to the Student Internship Coordinator (if applicable) at the high school or college the student is attending to allow an opportunity to improve.

If receiving school credit for the internship, supervisors are authorized to complete a performance evaluation utilizing a form or format provided by the college the student is attending. WSU Tech will not provide letters of recommendation but will instead encourage students to use evaluations for employment purposes.