AIMS COMMUNITY COLLEGE PROCEDURE

INTERNS AND VOLUNTEERS

Volunteer and internship opportunities at Aims Community College are subject to the following restrictions:

A. Volunteers and unpaid interns must complete the application form and/or agreement as prescribed by Human Resources. The form may be accessed at http://www.aims.edu/hr/index.htm.

B. Volunteers and unpaid interns may be required to undergo background checks or additional screening prior to placement.

C. An individual under the age of eighteen must obtain parental or guardian consent to volunteer and this document must accompany the application form and/or agreement prior to the start of the experience.

D. Volunteers and unpaid interns serve on an "at will" basis with no expectancy of a continued opportunity to volunteer. Aims may terminate a volunteer's services for any reason or no reason at all, as allowed by law.

E. All policies and procedures of Aims Community College apply to volunteers and unpaid, as well as, paid interns except insofar as those policies or procedures relate to remuneration or compensation of any nature, which only apply to paid internships, as appropriate. Volunteers and unpaid interns are not covered under the Aims' workers' compensation program, unemployment program, or any other program or services relating to or dependent upon remuneration.

F. The organizational unit will be responsible for screening and training volunteer and unpaid internship applicants, and must stipulate to the following by filling out a stipulation form found http://www.aims.edu/hr/index.htm:

1. The internship or volunteer experience, even though it includes actual operation of the facilities of the College, is similar to training which would be given in an educational environment;
2. The internship or volunteer experience is for the benefit of the intern or volunteer;
3. The intern or volunteer does not displace regular employees, but works under close supervision of existing staff;
4. The College derives no immediate advantage from the activities of the intern or volunteer; and on occasion its operations may actually be impeded by providing the experience;
5. The intern or volunteer is not entitled to a job at the conclusion of the internship; and,
6. The College and the unpaid intern or volunteer understand that the unpaid intern or volunteer is not entitled to wages for the time spent in the internship.

G. Volunteers and interns who serve for more than one day must have a description of duties and responsibilities provided to Human Resources prior to the beginning of the experience for ADA purposes.
H. A determination must be made, by Human Resources prior to the beginning of the experience that a person is performing the services of an unpaid volunteer or intern and will not be considered an employee for any purposes or be covered under the Fair Labor Standards Act. If this determination is not made, or it is not concluded that the individual will not be considered an employee for any purposes or be covered under the Fair Labor Standards Act, the individual is not permitted to serve in the capacity of unpaid volunteer or intern for the experience.

I. A current non-exempt employee may not volunteer at Aims in any capacity in which he or she is employed at Aims, or which is essentially similar to or related to the individual's regular work at Aims. An employee may volunteer for special events, such as community events, ceremonies, and similar events.

J. Work that is currently or has in the past been job duties of a regular full- or part-time employee do not likely meet the conditions set forth in this procedure and will require articulated justification for an exemption and must be approved by the President.

K. This does not apply to students approved for work-study opportunities or for students receiving credit for similar experiences, such as clinical rotations.

Paid internships are available at the discretion of the responsible administrator and must meet all policies, procedures, laws and guidelines that are applied to Aims employees. All appropriate forms must be completed and the restrictions outlined above must be followed.

APPROVED: Dr. Marsi Liddell
Aims Community College President
Date: October 6, 2004

Revised: June 1, 2010
February 21, 2011