

# Essex County College College Regulation

## REG 4-19 COLLEGE VOLUNTEERS AND INTERNS

### **Purpose:**

To establish a uniform and comprehensive system of managing volunteers and interns who perform various services for the College. For purpose of this Regulation the following categories of individuals are expressly excluded: Members of the Board of Trustees; Advisory Board Members; Guest Lecturers; Guest "Celebrities", or any other person who offers services to the College Community and who at the discretion of the President is deemed to be exempt from this Regulation.

### **Definition(s):**

Employee – For purposes of this Regulation, an employee is a person in the service of the College under any contract of hire, express or implied, oral or written, where the College has the right to control and direct the employee in the material details of how the work is to be performed in exchange for salary or wages.

Volunteer – For purposes of this Regulation, a volunteer is a person who gives their services without any express or implied promise of remuneration or any expectation of remuneration; specifically, salary, wages, or any other type of monetary compensation and/or insurance or other type of benefits. Volunteers must be over the age of 18, unless express permission is given by their parents/guardians.

Intern – For purposes of this Regulation, an intern is a person who gives their services without any express or implied promise of remuneration or any expectation of remuneration; specifically, salary, wages, or any other type of monetary compensation and/or insurance or other type of benefits, excluding an approved stipend. Interns must be over the age of 18, unless express permission is given by their parents/guardians.

### **Application:**

1. No employee of the College may recruit or solicit any individual, group of individuals, or organization to volunteer or intern to perform any services for the College, whether said service is to be performed on or off-campus, without first obtaining the written consent of the Area Head and the Department of Human Resources.
2. During the initial meeting with the prospective volunteer(s) or intern(s), an employee from the initiating department shall expressly state the following: (1) the volunteer or intern will receive no compensation for any duties performed nor will they receive any benefits or privileges received by employees of the College; however a stipend may be granted for an intern at the recommendation of the respective Area Head and approval of the President; (2) under no circumstances shall any volunteer or intern represent themselves as an employee of the College; and (3) being a volunteer or intern at the College is not a prerequisite to employment nor does it guarantee any preferential treatment in the event that a position becomes available.
3. Each department seeking volunteers or interns shall obtain the requisite approvals and complete the necessary form(s). The initiating department shall submit the completed forms to the Department of Human Resources. The Department of Human Resources will process and approve the forms unless a requirement has not been met. Every effort will be made by the initiating department for a volunteer or intern to cure any defects with their forms. The appropriate employee from the initiating department may contact the prospective volunteer(s) or intern(s) after HR has processed and approved their forms.

4. Interns may receive credit for an Essex County College internship upon written agreement by the Area Head. Interns who receive credit are responsible to provide all necessary documentation from their college, university, or school to the initiating department. At recommendation of the respective Area Head and approval of the President, an intern may receive a stipend for their internship.
5. All persons selected as volunteers or interns shall be required to sign a waiver hold harmless agreement, and shall provide the College with basic identification information, and the name and telephone number of a person to contact in case of emergency. Each volunteer or intern shall receive a statement containing a brief description of the services to be performed, the department where the volunteer or intern will report, and the limited period of time the volunteer or intern will be at the College. These documents shall be housed by the Department of Human Resources. The Department of Human Resources shall retain all forms and documentation pertaining to volunteers and interns.
6. All volunteers and interns shall receive an orientation from the initiating department per the direction of Human Resources. The orientation shall provide the volunteer or intern with an overview of the College and provide information concerning security, the Drug and Alcohol-Free Workplace Policy, the Sexual Harassment Policy, FERPA, and any other applicable workplace policies and departmental information.

<b>Responsible Official(s):</b> Department of Human Resources	<b>Reference:</b> <i>N.J.S.A.</i> 18A:64A-12(o)
<b>Regulation History:</b> App. 3/93, Rev. 10/01, 12/10, 3/17, 4/24	<b>Attachment(s):</b>