

**CITY OF CHICO**  
**Administrative Procedure and Policy Manual**

Subject:	Number 13-50
INTERNSHIP AND/OR VOLUNTEER REQUIREMENTS AND PROCEDURES	Effective Date: 03/01/21
Department(s) Affected: All Departments	Supersedes: 1/1/19
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I. PURPOSE

The City of Chico is committed to partnering with the community to provide personal-enrichment and professional growth opportunities through volunteer and internship opportunities throughout the City. The purpose of this policy is to outline requirements of volunteer and internship applicants, as well as department and Human Resources responsibilities.

II. DEFINITIONS

- A. Volunteer: Any individual who undertakes a nominally supporting role for City of Chico departments without expectation of compensation or position appointment of any type. Individuals may be under the age of 18, with parent or legal guardian consent.
- B. Stipend Volunteer: Any individual who undertakes a nominally supporting role for City of Chico departments in return for a stipend payment, as approved pursuant to the annual City Budget, e.g. Volunteer Firefighter (Company 1) or Reserve Police Officers. These volunteers shall have no expectation of position appointment at the end of the stipend volunteer assignment. Individuals must be at least 18 years of age.
- C. Intern: A student who works alongside others in a trade or occupation to gain practical work experience in a supervised environment. Internships can be paid or unpaid, and are for students looking for real-world experience within a government setting without guarantee of a job at the end of the internship or at graduation. Individuals must be enrolled in an accredited U.S. college and be at least 18 years of age.
- D. Workplace: Any location where City employees, interns, or volunteers are engaged in work-related activities. This includes any City facility, office, or building, any property managed by the City; any City sponsored event; and any other place or location where City employees, interns, or volunteers are engaged in work-related activities, are present as a condition of employment, or are representing or

perceived to be representing the City. On rare instances, this may also include Telework.

- E. DMV Pull Notice Program: California Department of Motor Vehicles system allowing the employer to verify information relating to the driving record of any individual who has completed a DMV Pull Notice Program Agreement – Authorization for Release of Driver Record Information form.

### III. POLICY

- A. Overall Goal: Volunteers, Stipend Volunteers and Interns should be provided with an opportunity to gain valuable insight and experience in a field of their interest while supplementing, not displacing, the current workforce.
- B. Duties and Responsibilities: Each City department has unique needs and requirements; as such, it will be at the discretion of the individual office to determine work assignments. Some responsibilities may include, but are not limited to: answering phones, taking messages, gathering information on groups or organizations, general clerical duties, archival projects, assisting in the planning and coordination of special events, or other duties as assigned. Stipend Volunteers may have full job descriptions with duties above and beyond the scope listed within this section.
- C. Hours/Service Limitations:
  - 1. Volunteers and Stipend Volunteers: May work an unlimited number of hours for the City of Chico.
  - 2. Interns: Internships should typically last no longer than one year and will generally coincide with a school semester. Students shall be available for at least 10 hours of work per week. Any circumstances outside of this provision shall be approved by Human Resources prior to the onset of the internship. Internships may be unpaid or paid, and the following parameters shall be closely monitored:
    - a. The supervising department shall understand the kinds of coursework the Intern is taking and tailor assignments/identify learning objectives so they directly relate to studies.
    - b. Should the Intern be eligible to receive college credit for the time spent with the City, appropriate documentation shall be kept ensuring information can be provided to the school.
    - c. Internship relationships shall have a defined beginning and end date, as noted on a Personnel Transaction form.

- d. As a general rule, Interns should spend no more than 50 percent of their time performing work ordinarily done by regular employees. Intern assignments should be varied, and departments should not attempt to fit Interns into job descriptions used for Classified employees.
  - e. The central focus of an internship is to educate students and encourage them to use and strengthen critical thinking and communication skills that are valuable in the workplace.
  - f. Interns shall receive regular and ongoing supervision, feedback, coaching, and mentoring.
- D. Paid/Unpaid Intern Determination: Department Directors shall work with Human Resources to determine the paid/unpaid status of internships. Determining factors may include, but are not limited to, length of internship, type of projects/assignments, and availability of department funding. Paid Interns shall be considered Hourly Employees.
- E. Driving Responsibilities: Volunteers, Stipend Volunteers and/or Interns who are responsible for driving on behalf of the City of Chico, or to or from a workplace, must possess a valid California Driver License and sign the DMV Pull Notice Program Agreement – Authorization for Release of Driver Record Information.
- F. VOLUNTEERS & STIPEND VOLUNTEERS
- 1. Application Completion: All individuals interested in working in this capacity must complete and sign the City of Chico Application for Voluntary Service. Should a volunteer be under the age of 18, the signature of a parent or legal guardian must also be obtained.
  - 2. Department Application Review: Department Directors, or their designee, shall review all volunteer and stipend volunteer applications to ensure the candidate meets applicable requirements, and shall provide additional information regarding the type of work to be performed, the workplace location, and if the individual should be subject to a Department of Justice LiveScan.
- LiveScans will be required for the following:
- a. Stipend Volunteers
  - b. Any individual who may come in contact with children or elderly persons.
  - c. Individuals who will be granted access to City of Chico computers and network drives.

- d. Individuals volunteering in departments with classified or secure-level filing; such as the City Manager's Office, Finance, Human Resources Offices, and Police Department.
- e. Any other instance which may cause the Department Director concern, as coordinated and approved through Human Resources.

Once signed by the Department Director, or their designee, the application shall be forwarded to Human Resources for processing.

- 3. Human Resources Review: Human Resources shall review applications to ensure thorough completion by applicant and department and shall issue LiveScan notices as applicable. In some instances, LiveScan notification may be delegated to the department, if coordinated through Human Resources (i.e.: large-scale volunteer sign-up within a division). Departments will be notified of volunteers who are officially approved, and Human Resources will log volunteer information as appropriate.

#### G. INTERNS

- 1. Application Completion:

- a. Unpaid: Interns will be required to complete the Application for Voluntary Service, as detailed in section IV.A, above.
- b. Paid: Interns shall complete the City of Chico Application for Employment which shall be submitted to Human Resources for review and the initiation of background procedures.

- 2. Pre-Employment/Background Processing:

- a. Unpaid: Interns shall complete LiveScan, if applicable, as detailed in section IV.A, above.
- b. Paid: Interns shall be required to complete a LiveScan, regardless of appointed position. Additionally, a thorough background check will be processed through the City's background agency. Once the LiveScan and background are completed without issue, a pre-employment medical assessment will be given to candidates prior to official hire.

#### H. SEPARATION

- 1. City's Discretion: Volunteer and/or Intern services may be terminated at any time by the City of Chico and for any reason. No property rights shall vest to the position for either Volunteers or Interns.

2. Volunteer/Intern Discretion: Regardless of status or type of work performed, Volunteers and Interns are encouraged to provide the City of Chico as much notice as possible prior to separating from City service; preferably at least two weeks. This will ensure an appropriate amount of time is given for returning of any City property, and that the department and/or Human Resources has time to reach out to the Volunteer or Intern regarding their experience with the City of Chico.
3. The Human Resources department shall retain records of Volunteer/Intern applicants in accordance with the applicable City records retention policy.