



OPERATING PROTOCOL & PROCEDURE

Details

Number: 207
Title: Volunteers and Interns
Category: Employees
Responsibility: Human Resources
Approval Date: 5/29/17
Effective Date: 5/29/17
Revised: 5/1/23

Purpose

To establish procedures pertaining to volunteers and interns.

Applicability

Volunteers, interns and their supervisors

Definitions

Intern – An individual who is performing services for the purpose of earning college credit or gaining experience in a specific discipline in order to complete a program requirement for graduation.

Volunteer – An individual who provides services without the expectation of compensation, benefits, or employment.

References

System Procedure 3-10a, Employment Background Checks
(<https://cccs.edu/policies-and-procedures/board-policies/bp-3-10-administration-of-personnel/>)

Attachments or Related Forms/Documents

None

Operating Protocol

Pueblo Community College utilizes the services of volunteers in various roles and provides intern opportunities in select programs.

PCC does not participate in any court-ordered community service program and supervisors are not authorized to approve or attest to any hours for an individual.

Hourly-paid employees (APT, Classified, or Student) may not volunteer to perform the tasks of their job without pay. Hourly-paid employees may volunteer to perform tasks not related to their job, such as participating in a parade as part of a college contingent.

Volunteers and interns:

- May not perform the same functions as a paid employee
- May not engage in any activity on campus until satisfactory background check results are received
- Are not covered under the college's Workers' Compensation plan
- Must adhere to all Board, System and College policies and protocols

Procedure

The responsible supervisor coordinates with their respective leadership chain for approval to utilize a volunteer or intern and to secure funding if the intern is paid a stipend.

The supervisor directs the volunteer or intern to HR for completion of documentation needed for the background check and to process them in Banner. The supervisor also informs HR and IT if the volunteer or intern will require access to any PCC system.

The supervisor informs HR and IT if appropriate, when the volunteer or intern service has ended to close their PCC account and record.