

City of Red Bluff
Administrative Policies & Procedures – Personnel Manual

Subject: Intern & Volunteer Requirements & Procedures		Number: 22-55
		Effective Date: 6/18/2024
Departments Affected: All		Supersedes (Number/Date): 22-55 10/17/2023
Authority: Section 2.82-A. Red Bluff City Code	File References:	
	Approved: Approved by City Council on: 6/18/2024	

Overview: The City of Red Bluff 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.

Applicable to: All City of Red Bluff interns and volunteers.

Guidelines: 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.

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.

Definitions

Volunteer: Any individual who undertakes a nominally supporting role for City of Red Bluff departments without expectation of compensation or position appointment of any type. Individuals may be under the age of 18, with parental or legal guardian consent.

Intern: A student who works alongside others in a trade or occupation to gain practical work experience in a supervised environment. Internships are for students looking for real-world experience within a government setting without the 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.

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Hours/Service Limitations:

Volunteers: May work an unlimited number of hours for the City of Red Bluff.

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 are unpaid by the City, and the following parameters shall be closely monitored:

- 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.
- 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.
- Internship relationships shall have a defined beginning and end date, as noted on a Personnel Action Form.
- 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 regular employees.
- 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.
- Interns shall receive regular and ongoing supervision, feedback, coaching, and mentoring.
- Driving Responsibilities: Volunteers and Interns who are responsible for driving on behalf of the City of Red Bluff, or to or from a workplace, must possess a valid California Driver's License and sign the DMV Pull Notice Program Agreement - Authorization for Release of Driver Record Information.

Minimum service requirements

Each volunteer is required to participate in a shift at least once every three (3) months to maintain their status at the City. Any volunteer that fails to participate in a shift for more than three (3) months may have their volunteer status revoked without notice due to lack of availability or lack of interest. The length (hours) of a shift shall be determined by the Department but shall not be less than two (2) hours.

Screening/Application Procedures

Application Completion: All individuals interested in working in this capacity must complete and submit the City of Red Bluff Application for Voluntary Service. Should a volunteer/intern be under the age of 18, the signature of a parent or legal guardian must also be obtained.

Department Application Review: Department Heads, or their designee, shall review all volunteer applications to ensure the candidate meets applicable requirements, and shall provide additional information regarding the type of work

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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:

- Any individual who may come in contact with children or elderly persons.
- Individuals who will be granted access to City of Red Bluff computers and network drives.
- Individuals volunteering in departments with classified or secure level filing, such as the City Manager's Office, Finance, Human Resources Offices, and Police Department.
- Any other instance which may cause the Department Head concern, as coordinated and approved through Human Resources.

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

Human Resources Review: Human Resources shall review applications to ensure thorough completion by the applicant and department and shall issue LiveScan notices as applicable. Departments will be notified of volunteers who are officially approved, and Human Resources will log volunteer information as appropriate.

Separation

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

Volunteer/Intern Discretion: Regardless of status or type of work performed, Volunteers and Interns are encouraged to provide the City of Red Bluff 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 the return 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 Red Bluff. The Human Resources department shall retain records of Volunteer/Intern applicants in accordance with the applicable City records retention policy.