



## Policy HR 3.10 Volunteers and Interns

Adopted by the Library Board of Trustees: 01/24/2013

There are occasions when the Library will use volunteers to supplement work performed by regular employees and to perform specific tasks which are limited in scope. The need for a volunteer will be determined on a case-by-case basis by the Branch Manager or Department Head in consultation with the Volunteer Coordinator. The Branch Manager/Department Head will gain input from the employee(s) responsible from supervising the volunteers in order to determine specific tasks, and scheduling and training requirements. Volunteers are not paid, nor do they receive any benefits or any sort of compensation. NOLS employees, including on-call employees, cannot work as NOLS volunteers. Members of the NOLS Board of Trustees cannot serve in any volunteer capacity other than as a Trustee.

A request for criminal history information will be performed for all new volunteers. New volunteers are required to complete and sign an Authorization to Conduct a Pre-Employment Background Check form.

Supervisors will work with the Volunteer Coordinator to prepare job descriptions that identify tasks to be performed by volunteers, however, the tasks assigned to volunteers cannot consist of the essential functions of any position that is represented by the Union. Volunteers shall not displace any current member of the bargaining unit or reduce the hours that a current represented employee works. The Union will have access to the names of volunteers, job descriptions and assignment locations.

Internships may occasionally be offered to students or recent graduates, particularly those in library science programs. Interns must sign an agreement acknowledging that he/she is not entitled to wages for the time spent in the internship. Internships must provide training similar to that delivered in an educational environment. The internship experience must be designed for the benefit of the intern and interns' work must not primarily provide benefit to NOLS. Interns do not displace regular employees, and must work under close supervision of existing staff. An intern is not necessarily entitled to a job at the conclusion of the internship.

### **I. Administration**

The Library Director is responsible for administering this policy.