

**INTERNS AND VOLUNTEERS**

Puget Sound Educational Service District (PSESD) encourages the use of interns and volunteers under conditions that provide expertise to the agency and a beneficial experience to the intern, or volunteer. PSESD encourages departments and programs to participate in internship programs that create opportunities for PSESD employees to guide and assist adults in acquiring skills that transfer to the workplace. Requests for intern and volunteer experiences must be submitted to Human Resources for approval.

Adopted: June 1996

Revised: September 2004

Revised: April 2008

Revised: January 2014

Relevant PSESD Board Governance Policies: EL 3, Treatment of Stakeholders  
EL 4, Treatment of Staff

Cross References: Operating Policy No. 1000 Non Discrimination  
Operating Policy No. 1010 Racial Equity  
Operating Policy No. 5005 Employment: Disclosures, Certification  
Requirements, Assurances & Approval

Legal References: RCW 43.43.830-840 Washington State Criminal Code Records  
WAC 446-20-285 Employment - Conviction Records -  
Child and adult abuse information