

Operating Procedure 5630P
Human Resources

INTERNS AND VOLUNTEERS

Program Managers will submit a request to Human Resources to request interns or volunteers. This request will include the name of the intern or volunteer, the name(s) of the program, the number of hours per week, the duration of the placement, and a description of the experiences.

Upon Human Resource's approval, the intern or volunteer will complete forms and other applicable documentation which will be kept on file in the Human Resources Office.

PSESD shall notify the Professional Support Association (Association) in writing of any intern or volunteer placement that may impact Association members. Orientation and assistance will be given to staff members prior to placement.

Prospective interns and volunteers will have their records checked through the Washington State Patrol criminal identification system and through the Federal Bureau of Investigations. The record check will include a fingerprint checking using a Washington state criminal identification fingerprint process.

Interns and volunteers must adhere to all applicable policy and procedures while associated with the Puget Sound Educational Service District.

Adopted: June 1996

Revised: September 2004

Revised: April 2008

Revised: January 2014