

SALINE COUNTY PERSONNEL POLICIES AND PROCEDURES

EFFECTIVE DATE: 11-29-16
SUPERSEDES: 04-07-15

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POLICY NO. 49 OF 2

SUBJECT: Internships, Externships and Volunteers


SCOPE: All Employees, Interns and Volunteers of Saline County except Sheriff's Office Reserves and Mounted Patrol volunteers.

Internships and externships provide an opportunity for students to acquire experience and knowledge by working alongside Saline County Staff and are designed to be career-focused. Although internship/externship positions are not paid, Saline County recognizes the experience will benefit a student's future endeavors.

Volunteers may also be utilized in various Saline County Departments for community services.

Students and volunteers working in Departments that may have access to confidential information will be required to sign additional confidentiality agreements.

Students and volunteers are not acting as an employee of Saline County, therefore are not paid and are not covered under the County's worker's compensation policy. All interns, externs or volunteers must complete an acknowledgement form prior to serving in these capacities. Forms will be kept on file in Human Resources.



Monte Shadwick, Chairman
Saline County Board of Commissioners

INTERNSHIP, EXTERNSHIP AND VOLUNTEER WAIVER AND RELEASE

IN CONSIDERATION of the acceptance of my application as an Intern or Volunteer for Saline County, the undersigned agrees to the following:

1. It is my understanding that I am not an employee of Saline County, Kansas, but am serving in strictly an internship, externship or volunteer capacity;
2. I further understand that I am not entitled to any benefits afforded employees of Saline County, Kansas;
3. I understand that as an student or volunteer I have no rights under the Laws of the State of Kansas as an employee or under the Kansas Worker's Compensation Act, the Kansas Wage and Hour Laws or Federal Wage and Hour Laws;
4. I understand that my internship, externship or volunteer capacity is not an employment contract between Saline County, Kansas and me but rather is for my personal enrichment and education.
5. I understand that I am liable for an injury caused by my own actions sustained during my role as an intern, extern or volunteer. It is the sole responsibility of me or my own health insurance for such injuries.

Student/Volunteer printed name _____ Date _____

Student/Volunteer signature _____ Date _____

Department _____

Brief purpose of position _____

Department Head/Elected Official signature _____ Date _____