

PROCEDURE

Series: HR-Recruitment & Selection COA: HR 3.05, 5; RPM 2.01; TS 3.05
CFOP: 60-17

Procedure Name: Volunteers and Student Interns
Procedure Number: HR 2221
Reviewed Date: 12/1/15
Revision #/Date: (1) 4/25/13 (2) 8/11/2014, (3) 7/3/2019
Effective Date: 3/09

Applicable to: Brevard Family Partnership Family of Agencies (BFP FOA) Staff as
Volunteers, Individual Volunteers and Student Interns

PURPOSE:

BFP FOA may utilize volunteers to serve in direct or non-direct service roles. In these instances, the agency ensures that the volunteer has a clear understanding of the roles and responsibilities of filling this volunteer role. All volunteers in direct service will also submit to a Level II background screening to include a criminal background search, submission to the Florida Department of Law Enforcement and a local background screening and will be drug screened.

References: GOV202, GOV203, RQ505, OP1026, HR 2209 Background Screenings, HR 2219
Volunteers in Direct Service

Definitions:

Volunteer: An individual who elects to offer time, services, expertise, and/or knowledge on his or her own time to perform work related activities for the agency and/or to staff agency sponsored events or activities. An individual employed through the Senior Community Service Employment Program (SCSEP) for retraining and work experiences through the local AARP organizations is also considered a volunteer. BFP FOA employees may also choose to serve as volunteers for events and activities in support of the agencies.

Student Interns: A student currently enrolled in public or private institution of higher learning to include, community colleges, and four-year college or university settings.

Volunteers

1. The BFP FOA has an agreement with local AARP offices. In this agreement the agencies serve as a host agency for eligible individuals who are seeking work experiences in order to gain skills to enter or re-enter the workforce. The individuals must meet the requirements of the program offered through AARP.
2. These individuals are "employees" of the AARP program and provide clerical assistance to the BFP FOA to include, filing, alphabetizing, copying, preparing mass mailings, reception duty, answering and transferring telephone calls, greeting visitors, and gaining skills utilizing MS office based on their level of interest.
3. These assignments are limited to a certain period of time and specific weekly maximum hours defined by the AARP program and change based on funding.

4. These "volunteers" complete a volunteer application and are subject to a Level II Background Screening as they provide services in offices where it is possible for them to come into contact with children and the families we serve.
 5. These individuals must also submit to a drug-screening and execute the Affidavit of Good Moral Character and complete required on-line trainings covering Security Awareness and HIPAA.
 6. The BFP FOA also engages the services of "casual" volunteers to assist the agencies with community events and activities. Agency employees may also choose to fulfill this role on a volunteer basis. For non-exempt employees who wish to volunteer their time after normal business hours will complete a volunteer document that clearly indicates the election of the staff member to volunteer their personal time to agency related activities.
 7. "Casual" volunteers may contact the Human Resources Manager or event designee who will provide the specific details of the event, and the volunteer role and responsibility. The Human Resources Manager or event designee will also indicate the total expected hours of volunteer time and track the volunteer activities by individual and event. All volunteers for events or activities will be provided with the name and contact information of the lead person for the event.
 8. "Casual" volunteers who work at our events or activities are identified on a documented list by event and covered under the agency's volunteer insurance program for accidents or injuries that may be sustained by serving in this role at the event or activity. These volunteers are required to submit to the required Level II background screening process.
- NOTE: Volunteers/Interns will be screened per F.S. 39.001. Volunteers/Interns assisting on an intermittent basis for less than 10 hours per month need not be screened if always in the line of sight of a person who has been screened.
9. The agency has established a formal volunteer program which is continuing to evolve. Volunteer orientation meetings are conducted to provide information on both the agencies and those they serve as well as information on the events and activities that will require regular volunteers. All volunteers will complete a Volunteer Application which requests information on the hours the individual is available as well as in what types of volunteer activities the individual has interest.
 10. Based on the individual's areas of interest, if there is mutual interest in pursuing a volunteer relationship the individual will be required to complete the necessary background screening and Security Awareness and HIPAA on-line trainings (for office volunteers.) All volunteers are also subject to the drug screening process. This process is initiated by the Human Resources department.
 11. The agency may also expand the use of regular volunteers who provide direct service to our service population. This program will include the elements of the regular event volunteers with the addition of verification of any specific and required certifications or licensures.

Student Interns

1. The agency has developed an Intern program for college level individuals. This program may involve direct service and/or administrative functions where the intern will gain valuable hands on

experiences in the field of study. The program meets the needs of the potential interns (as well as the agency) and is compliant with all labor and other federal and state laws.

3. The appropriate management staff considers the “request” of a potential intern if approached to evaluate if the agency can provide the appropriate level of supervision as may be defined by the college or university for specific fields of studies.
4. In some instances, a specific management area may seek to develop an intern relationship with specific colleges and/or universities as an opportunity to both provide hands-on experience to a student intern and to gain additional resources for specific administrative projects or on-going work activities.
5. These activities will occur in conjunction with the direct supervisory staff and the BFP Human Resources Manager to ensure that all compliance requirements are met and that the intern is provided with appropriate orientation, training, experience and supervision to achieve the intern's objectives.
6. Many of the current practices in place for employees will be applicable to interns in terms of applications, intern files, job descriptions or a documented memo outlining the specific role, responsibility and activities to occur, all required background screening, executed policies (if appropriate) on HIPAA and Confidentiality, and routine supervision.

BY DIRECTION OF THE CHIEF EXECUTIVE OFFICER:



PHILIP J. SCARPELLI
Chief Executive Officer
Brevard Family Partnership Family of Agencies

APPROVAL DATE: 2/18/2020