

## Definitions of Interns, Emergency Hires, Part-time Employees and Volunteers

|                     | Interns  | Emergency Hires   | Part-Time Workers  | Volunteers/Skilled   | Volunteers / Unskilled   | Volunteers/Community Corrections  | Volunteers/Community Services/Mandates (School)  |
|---------------------|--|---|--|--|--|---|--|
| Compensation        | Completed for either pay or credit   | Paid at hourly rate   | Paid at hourly rate  | N/A  | N/A  | N/A   | N/A  |
| Hiring Process      | Competitive  | Non-competitive   | Competitive  | Non-competitive  | Non-competitive  | Non-competitive   | Non-competitive  |
| Focus of Work/Tasks | Learning plans and objectives reflect the goals of the student, the outcomes expected by the employer, and the requirements of an academic advisor (if for credit) | Learn tasks of job in order to complete work adequately   | Learn tasks of job in order to complete work adequately  | Learn tasks of job to complete work and utilize/donate skill sets that were acquired as a professional (if applicable) | Learn tasks of job in order to complete work and develop skill sets    | Learn tasks of job in order to complete the court-ordered community service | Learn tasks of job in order to complete work and utilize skill sets that were acquired (if applicable) or as ordered by the school |
| Duration/Hours      | Typically part-time (10-15 hours/week) in a semester (12-15 weeks) or a summer (2-3 months); occasionally extended into following semester or year                 | Assigned work that needs to be completed within 90 days. Can be extended for an additional 90 days with approval from the Director of Human Resources | A person employed in an authorized position who works standard hours less than 40 hours per workweek and who is eligible for certain limited County benefits | No specific start/end date or designated time frame  | No specific start/end date or designated time frame in some cases      | No specific start/end date or designated time frame in some cases           | No specific start/end date or designated time frame in some cases  |
| Supervision         | Supervisor serves as a mentor/figure to aid the student in the learning process  | Supervisor serves as an authority figure, to whom the employee reports  | Supervisor serves as an authority figure, to whom the employee reports   | Supervisor serves as an authority figure, to whom the employee reports   | Supervisor serves as an authority figure, to whom the employee reports | Supervisor serves as an authority figure, to whom the employee reports      | Supervisor serves as an authority figure, to whom the employee reports   |

