

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 work week 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

