

**HUMAN RESOURCE
POLICIES AND PROCEDURES**



Policy: College Student Volunteer Program		
Date: February 29, 2012	Revision Date: September 21, 2022	Approved by: Human Resources

I. PURPOSE

The purpose of this program is to provide volunteer opportunities for full-time college students to develop their awareness of the activities, challenges and career opportunities found within a municipal water district.

II. PROGRAM STRUCTURE

To provide college students a broad view of the water industry and to prepare them for careers in the water industry, students are assigned to a track of departments closely related to their educational/career interests. By assigning students to different departments each year, a broad view of District operations is assured. This also allows students time to gain a meaningful understanding of each assigned department’s responsibilities. Students may be asked to participate in a group project and presentation to accelerate their exposure to all areas of EMWD.

III. PROGRAM PARTICIPATION

Student selection is based on merit as determined by the following criteria: grade point average (GPA), writing skills, education and career goals, and current extracurricular activities which demonstrate experience in a leadership role. Students must be requested and supervised by department management staff and may work full-time or part-time as available. Students may become more competitive for job openings, but are not entitled to a job at the conclusion of the volunteer assignment. Successful students may continue in the program while a full-time undergraduate or graduate college student provided each of the following conditions are satisfied:

1. Program authorization is available.
2. The volunteer college student has received good performance evaluations from his or her supervisor.
3. The volunteer college student has been, and will continue to be, a full-time student at an accredited college.
4. Time commitment equivalent to a minimum of a full semester (approximately 13 weeks).

Must maintain a GPA of at least 3.0 (B average)

The participation of relatives of District employees within this program is limited in the

following situations:

1. Any relative of a Department Head may not be considered for participation with the department or area of responsibility of such Department Head.
2. The participation of relatives of all other District employees is prohibited within the department of the existing employee when such related employee may: perform joint duties; share responsibility or authority; work together on District projects or tasks; report to same immediate supervisor; or, be supervised by a relative.
3. The participation of relatives of all other District employees is prohibited anywhere within the District when such related employees may: perform joint duties; share responsibility or authority; work together on District projects or tasks; report to the same immediate supervisor; or, be supervised by a relative.

IV. SUPERVISION/SAFETY

Department Directors are responsible for ensuring that volunteer college students are adequately supervised and are not exposed to hazardous conditions without proper safety training. Department supervisors are responsible for completing a performance evaluation for each volunteer college student assigned.

Volunteer college students and their assigned supervisors will be asked to sign a Volunteer Worker Indemnification Agreement which contains a provision that a volunteer worker is **not** to operate any motorized equipment, equipment that requires specialized training, and/or District Motor Vehicles.

V. DEPARTMENTAL ASSIGNMENTS

In order to provide volunteer college students with practical experience in their fields of study, they will be assigned into tracks to be determined by the staff Director of the assigned department. For example, a student majoring in Civil Engineering could be assigned to a track of departments providing a variety of related activities such as construction, water or wastewater operations, or engineering services. Successful students may continue for up to 12 months with any one department and be invited to transfer to another work group in line with their educational and career interests. Human Resources Department will coordinate with department supervisors and students to determine available assignments and student interest/abilities. Departments are encouraged to organize assignments around special projects that are necessary, challenging, and likely to expand the student's understanding of the Department's role within the agency.

Volunteer College Students are unpaid and are not eligible for any employment benefits. Assignments may be year-round, and may be full or part-time depending upon availability. District uniforms may be issued to student volunteers assigned to departments requiring such.