

**PERSONNEL DEPARTMENT POLICY**  
**San Luis Obispo County**

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<b>Topic: Vocational Rehabilitation Trainees, Student Interns and Volunteers</b>	
<b>Subject:</b> Temporary Employees	<b>Revised:</b> August 2004
<b>CSC Rule:</b> 7.06, 10.07	<b>Approval:</b> _____
<b>Location:</b> P:\PERSONNEL DEPT. POLICIES - 2004\Final Policies 2004\TEMPORARY EMPLOYEES\Vocational Rehabilitation Trainees, Student Interns and Volunteers.doc	<b>Date:</b> _____
	<b>Note:</b> Original signed copy on file in Personnel Department.

**DEFINITIONS:**

**Vocational Rehabilitation Trainee:** Person assigned to temporary employment with the County through an approved vocational rehabilitation plan. This plan shall have as its primary purpose the rehabilitation of an employee who has been disabled due to a work-related injury or limited in employment opportunities due to a handicap. The plan shall be submitted for approval to the State Division of Industrial Accidents, Rehabilitation Bureau, or, in the case of a program for the handicapped, to the funding agency.

**Student Intern:** Person appointed to temporary employment with the County in a training position which complements her/his ongoing education as a regularly enrolled student in an accredited school or as a participant in a supervised training program to meet licensure requirements of the State of California. "Regularly enrolled" shall mean that the student is both currently enrolled and intends to continue that enrollment in the next regularly scheduled term. This training placement shall have the prior approval of the student's departmental advisor and both the student's continued enrollment and the training placement are subject to review by the Personnel Director or her/his designee.

**Volunteer:** Person working for the County voluntarily without compensation assisting with ongoing work or providing a service that could not be done with existing staff. Volunteers must be accounted for in the Personnel system as provided for in this policy.

**APPOINTMENTS:**

All appointments of Vocational Rehabilitation Trainees and Student Interns shall be considered temporary appointments. (Volunteers will be enrolled following this procedure, but are not considered temporary employees.) Such appointments shall be governed by the following general rules:

- A. Such temporary appointments shall be made to non-permanent positions and shall not be utilized to accomplish workload of a continuing nature. Any action taken to substitute the temporary employment of Vocational Rehabilitation Trainees and Student Interns, or the use of volunteers, for permanent allocated positions shall be considered to be an effort to

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circumvent the competitive selection and permanent status of rules governing the classified service and, as such, is prohibited.

- B. Pursuant to a recommendation by the Personnel Director and approval by the Civil Service Commission, appointments to these temporary training positions shall be made in accordance with Rule 7.06 through a non-competitive examination process.
- C. Temporary appointment of individual Vocational Rehabilitation Trainees and Student Interns shall not continue for longer than 960 hours in any fiscal year. Persons holding such positions shall have no property right to the positions, nor should they expect continued employment in the positions, even 960 hours. Volunteers are uncompensated and do not fall under the 960-hour limitation.
- D. Vocational Rehabilitation Trainees and Student Interns are temporary appointment and shall have no special employment rights in regard to future vacancies in permanently allocated positions.
- E. The compensation level for each Vocational Rehabilitation Trainee and Student Intern shall be approved by the Personnel Director or his/her designee prior to appointment to temporary employment. In no event shall the hourly compensation exceed that paid to a comparable job category within the County job classification structure. Documentation from the hiring department will be required verifying the appropriateness of the compensation level.
- F. The Personnel Department will send an annual salary listing to the Board of Supervisors and the Civil Service Commission of all Vocational Rehabilitation Trainees, Student Interns and temporary help position titles not otherwise listed on the salary resolution for permanently allocated positions.
- G. Volunteers. Although volunteers are not considered employees in the direct sense, the County has liability for their health and safety and has certain liabilities for their actions. Therefore, appropriate documentation is required as to their qualifications and fitness to do the assigned volunteer work.

**PROCEDURES:**

Procedures for hiring Vocational Rehabilitation Trainees, Student Interns and Volunteers. Submit the following to Personnel:

- 1. Completed County application form. An application is not required for volunteers. Resumes are recommended if the volunteer assignment requires professional license/certification.
- 2. Personnel Requisition (Job Title is Vocational Rehabilitation Trainee or Student Intern or Volunteer.) Requisition should include:
  - (a) A short job description with typical tasks, job skills, etc. For Volunteers, include whether a license or certificate is required to do the volunteer assignment.
  - (b) Compensation level and explanation of how this level was selected (not applicable to volunteers).

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- (c) A statement that the position will be within current budget funds.
3. Completed PAF, Oath, W-4 Form (not required for Volunteers), and Medical History Questionnaire. Note: Work permits must be attached for Student Interns or Volunteers under the age of 18.

**FOR VOCATIONAL REHABILITATION TRAINEES ONLY, THE FOLLOWING PROCEDURES ALSO APPLY:**

1. Trainee must provide a medical evaluation listing any restrictions and/or limitation of job duties which can be performed (lifting, bending, stooping) and submit with the completed County application form.
2. Trainee shall provide the name of his/her Vocational Rehabilitation Counselor.
3. Personnel provides Insurance Division with a copy of application information prior to placement.
4. The Insurance Division advised Trainee's immediate supervisor of any restrictions or limitations.