



# DODGE COUNTY ADMINISTRATIVE POLICIES AND PROCEDURES

Policy #		Approval Date: 6/7/2016
Policy Title	Unpaid Interns, Consultants, Contractors and State Agency Staff Policy	Effective Date: 6/7/2016
		Revision Date(s):

## PURPOSE

Follow a consistent policy and procedure to ensure unpaid interns, consultants, contractors and State Agency staff (Agency staff) understand the County's policies related to access to Dodge County's buildings, computer systems and telephone equipment.

## POLICY

Dodge County welcomes the opportunity to work with students in internship programs, consultants, contractors and Agency staff in the State of Wisconsin. Dodge County Human Resources will meet with all incoming interns, consultants, contractors and Agency staff to ensure their awareness and compliance of Dodge County policies and procedures as related to the specific assignment with Dodge County.

## PROCEDURE

1. Department Heads must inform Dodge County's Human Resources Department of any individual who will be interning, consulting, contracting or starting employment with a State Agency in Dodge County, prior to the start date of the assignment, regardless of the length of time the above will be with the County.
2. Human Resources will make contact with the IT Department to make notification of the above. The IT Department staff will not move forward with security without this notification from Human Resources. The Department Head will make contact with the IT Help Desk to request the assignment of a county email address and access to the county network within the specific area that the intern, consultant, contractor or Agency staff will be located. The supervisor will also notify the IT Department of the work space, and the need for an office phone, computer, etc. if necessary.
3. The Department Head will gather the following information from the school, the consultant, or contractor prior to the start of the assignment: a copy of the caregiver background check (if required) and forward to Human Resources; a copy of the liability insurance carried by the school, consultant or contracting company; the name and contact information for the intern's field placement supervisor; and a copy of the intern's, consultant's, or contractor's valid driver's license, registered vehicle and auto insurance, if driving will be a requirement of the assignment. Interns will be informed that as this is an unpaid internship, they will not be reimbursed for mileage by Dodge County.
4. Human Resources will meet with the intern, consultant, contractor or Agency staff within the first week of the start date of the assignment. Human Resources will issue a County ID Badge. Information regarding the level of building access will be required to be communicated to Human Resources to assure that the badge only allows access to necessary portions of the building at appropriate times.

In addition, the HR Department will provide the intern, consultant, contractor or Agency staff with an orientation to any specific County's policies and procedures deemed relevant to their role and responsibilities while at Dodge County. Human Resources will also have the intern, consultant, contractor or Agency staff sign a document entitled "Confidentiality Agreement," acknowledging that they have been provided access to and been given the opportunity to ask questions about the Dodge County Employee Policies and Procedures Manual, have spoken with their Supervisor about the portions of the handbook applicable to them, and are willing to comply with this document during the course of their assignment with Dodge County.

5. The Department Head or designee will provide the intern, consultant, or contractor any specific training related to the type of assignment with the Department, i.e. HIPAA training, Civil Rights Training, Ethics Training, etc.