

Volunteer and Unpaid Intern Policy and Application

Department heads and supervisors may utilize volunteers and unpaid interns (volunteers) to meet their obligations to Burnet County. The priority use for volunteers are those individuals working to meet professional, training, or experience requirements. Individuals requesting to volunteer with Burnet County must complete a County-approved volunteer application, Public Information Act training, cybersecurity training, and authorize a background investigation.

Supervisors are required to manage completed applications, Public Information Act training and cybersecurity training certificates, background check results, and all related documentation. Supervisors shall submit to the Human Resources (HR) Department copies of the application, Public Information Act training and cybersecurity training certificates, background check authorization, and any reports required for volunteers. HR will maintain completed applications with criminal background check authorization, submit the background check, notify the supervisor of the results of the background check, and maintain a copy of completion of volunteering/ interning with Burnet County. Departments may require additional non-disclosure or sensitive document assurances from volunteers but must notify HR that such documents are in use.

Supervisors are responsible for all applicable recordkeeping requirements. Supervisors must submit a written request to IT for volunteers to have access to county-issued email accounts and technology systems. The access is exclusively to conduct official County official business.

Supervisors are required to provide training to use email only for county business, to follow all Burnet County policies, procedures, and applicable laws, including the Texas Public Information Act. Supervisors wanting volunteers to have keys or other facility access to perform their duties must strictly adhere to Burnet County Key Control Policy. All County-issued access, whether physical or electronic, remains the sole property of Burnet County and must not be used for any unauthorized purpose. The department head or designated supervisor shall oversee and monitor volunteer activities to ensure compliance with County policies, applicable law, and the proper performance of assigned duties. Failure to comply with any aspect of this policy may result in suspension of volunteer privileges or other appropriate disciplinary actions providing in the Burnet County Personnel Policies and Employee Handbook.



Burnet County Volunteer Application & Agreement

Applicant Information:**Name:** _____ **Phone:** _____**Email:** _____**Address:** _____ **City:** _____ **State:** ____ **Zip:** _____**County Department:** _____**Position Applying For:** _____**Is the position intended to meet professional or training requirements:** ☐ Yes ☐ No**Agency / School:** _____ **Contact Information:** _____**Desired Hours/Week:** _____**Availability:** _____**Background & Qualifications****Education / Skills / Interests:** _____

Physical Limitations (if any): _____☐ Yes ☐ No**Arrests / Conviction:** ☐ Yes ☐ No (*Background check required:* Explain: _____)

Emergency Contacts**Primary:** _____ (Relationship) _____ Phone _____**Secondary:** _____ (Relationship) _____ Phone _____**Applicant Certification**

I certify the information provided is true and complete. I understand submission of this application does not guarantee acceptance.

Signature: _____ **Date:** _____**Volunteer Agreement (Required if Accepted)**

I agree that my service with Burnet County is voluntary and at-will. I am not an employee and will receive no compensation or benefits.

Liability & Legal

I assume all risks associated with my service. To the fullest extent permitted by the laws of the Texas, I release and hold harmless Burnet County from liability and agree to indemnify the County for claims arising from my actions. Nothing herein waives protections under the Texas Tort Claims Act.

County Systems & Email

If required, I may be issued a County email or system access. These are for official use only, are County property, and may be monitored. I have no expectation of privacy. Communications may be subject to the Texas Public Information Act and I have received training and understand my obligations under the Texas Public Information Act.

Keys & Access

If issued keys or access credentials, I will follow the Burnet County Key Control Policy, I will not share or duplicate the keys, I will report loss immediately, and will return all items upon request or separation.

Confidentiality

I will not disclose confidential information (including but not limited to personal identification information, criminal justice records, medical records, and financial records) obtained during or after my service.

Volunteer Signature: _____ **Date:** _____

Date Supervisor Provided training of Personnel Manual: _____

Date Applicant Completed Public Information Act training: _____

Background Check Authorization

I authorize Burnet County to conduct a background check for volunteer eligibility. I understand refusal will disqualify me.

DL #: _____ SSN: _____ DOB: _____

Signature: _____ Date: _____

Termination / Completion / Last Day of Work: _____

Date of Report issued to school, university or agency (supervisor must forward final report to HR): _____

Confirm all County Property, IDs, keys and Final /Termination notice to HR/IT - ☐ Yes ☐ No