Policy Statement:
PHS will provide educational opportunities through internships and these individuals will be classified as interns. Other individuals may be assigned specific time limited projects and tasks defined in a contract and these individuals will be classified as contractors.

Procedure:

PHS will, from time to time, contract with other organizations or individuals for specific services and provide educational opportunity through internships. Those who work with PHS in this capacity are in one of the two non-employee classifications:

- Contractor: one who works with PHS performing assigned tasks under a contractual arrangement between that individual or his/her employer and PHS. The required written contract defines the services or product expected by PHS and is signed by the Chief Financial Officer and reviewed by the Director of the appropriate department. The anticipated results or services are outlined in the contract; the contractor, however, is not directed specifically as to when, where, or how the work is performed.

Although not an employee and ineligible for benefits, a contractor must abide by all rules, procedures, and policies of PHS

- Intern: usually a student who, while enrolled in an educational institution or health-related program, observes and performs certain approved tasks at PHS to enhance his/her education. An intern may receive wages, depending on the terms of agreement among the student, the institution, and PHS consistent with applicable law. Although not an employee and ineligible for benefits, an intern must abide by all rules, procedures, and policies of PHS

References:
Employee Handbook pages 24-25

Policy Cross References: