



Administrative Policy

Title: Internship Policy				
Administered By: Administrative Services (Human Resources)				
New Policy No.	Issue Date (Last Revised)	Renumber Date	Department Head Approved	City Manager Approved
01400.802	05-04 (09-18-07)	01-03-17		

This Policy had been numbered Policy 200.30. Effective on the Renumber Date noted above, this Policy is hereby renumbered as the Policy Number noted above.

The latest version of the Policy is attached hereto and incorporated herein by reference.

Attachment: Policy 200.30
 Issued: 05-04
 Revised: 09-18-07

ADMINISTRATIVE POLICY

SUBJECT:

INTERNSHIP PROGRAM

SECTION NO.	POLICY NO.	ISSUE DATE	REVISION DATE	CITY MANAGER APPROVAL
		May 2004	September 18, 2007	

POLICY:

The City encourages students that are in the process of completing their education to develop career skills and gain job experience. Students are encouraged to apply for positions that are associated with their areas of study or related to the path of their career interest.

PROCEDURE:

1. The Human Resources Department will be responsible for accepting applications for Internship positions. Applicants must be students at an accredited college/university or a technical/trade school. Interested departments are to contact the Human Resources Department to request copies of appropriate candidates. There is no requirement to do a panel interview or to establish an eligibility list. This program is the only exception to the normal recruitment process.
2. Once a candidate has been selected, they will be required to go through the normal process of hiring, ie: physical, fingerprinting and background check.
3. Interns will be required to maintain at least a 2.0 grade point average (GPA) while enrolled in current academic courses. At the beginning of each semester/quarter, interns are responsible for submitting a copy of their registration for the semester/quarter. At the end of each semester/quarter, interns are required to submit official transcripts for the recently completed term.
4. If an Intern is working in a Full-Time capacity, they will be required to maintain six units. If an Intern is working in a Part-Time Capacity, then they will be required to maintain twelve units.

Full-Time is defined as forty (40) hours per work week.

Part-Time is defined as less than forty (40) hours per work week.

5. Students can be employed until such time that they no longer meet the program requirements or the department determines the position is no longer required.
6. Intern I/II classification will be based on the number of units completed at the time of hire. Applicants having completed 60 semester units will be classified as Intern I within the Freshman/Sophomore category. Applicants who have completed 90 semester units will be classified as Intern II within the Junior/Senior category.

7. Students will be allowed to continue working for 90 calendar days following the completion of their last class towards their qualifying program. For example, if an Intern completed Bachelors course work on December 16th, they would be eligible to remain employed until March 16th.

GENERAL GUIDELINES:

The Internship Program is designed to provide the student the opportunity to learn new skills, gain “hands-on” experience in a professional setting and explore career options. It is not intended to fill a full time position.

An intern is not supposed to perform all the routine or uninteresting work an organization needs help with. An internship should be a meaningful learning experience. For this reason, routine work should be limited to twenty percent of the intern’s time. The types of duties that are typical may include the following:

- Collect, summarize, and analyze information and statistics on existing programs and services.
- Participate in organizational and procedural studies and the preparation of reports and manuals.
- Conduct surveys and perform research and statistical analyses regarding municipal policies, procedures, and services.
- Participate in the design of forms and the implementation of systems.
- Perform basic technical assignments in area of specialization

The interns supervisor should have expertise in the intern’s work area. The supervisor should be accessible and available on a regular basis to discuss the intern’s work.

INTERN STATUS

Applicants qualify for the position of Intern by meeting certain minimum qualifications:

- They should be enrolled and attending an accredited educational institution or vocational/technical school
- Students must maintain “Good Standing” with the institution that they are attending
- Proof of enrollment and grades must be submitted at the beginning and end of each term

An applicant is considered to be an “Intern” while they are enrolled in school. Applicants that are a high school graduate, but who have not yet started college should not be considered for Internship. Instead, they should be hired as a Student Aide until they have actually started with their educational institution.

DISMISSAL/RESIGNATION

Interns who do not adhere to the rules and procedures, or who fail to satisfactorily perform their assigned tasks are subject to dismissal. Prior to dismissal of an intern, staff should seek the consultation and assistance of Human Resources.

Interns may resign from their internship at any time. It is requested that interns provide fourteen days written notice of their intent to resign.

Interns who fail to be continuously enrolled in classes with their educational institution will be terminated from employment.