Village of Palmetto Bay

Internship Program – Policy & Procedures

APPROVAL

The foregoing is hereby approved and shall become effective on the date noted below.

Approved by: Ron E. Williams, Village Manager

Date: April 12, 2013_____

1. PURPOSE AND PROGRAM OBJECTIVE

a. Purpose: To define the structure of a the Village-wide Internship Program by establishing guidelines that create a consistent method for the selection, supervision and assignment(s) of Village interns, while also considering Village resources.

b. Program Objective: The Internship Program has been developed to enhance the educational experience for college students by integrating the techniques and theories learned in the classroom with practical work experience offered through the Village. Participants will benefit from the exposure to local government operations, and will be able to build skills and gain experience in a variety of disciplines within the Public Administration field. The Internship Program shall consist of two types of internships:

1. Academic Credit Internship
2. Paid Internship

2. GENERAL REQUIREMENTS

a. All candidates participating in the Internship Program shall be at least 18 years of age and shall be enrolled in a college or university that has received accreditation from an agency recognized by the U.S. Department of Education.

b. Students interning with the Parks & Recreation Department who are on assignments that require their physical presence in any park facility, shall agree to a nationwide criminal background check in accordance with Village Ordinance 08-10, also known as the Shannon Melendi Act, the cost of which shall be borne by the Village. A copy of such ordinance shall be provided to the candidate at the time that the internship application is submitted. Any candidate who fails to meet the requirements of the Shannon Melendi Act shall be precluded from participating in the internship program.

c. Interested candidates shall be required to submit the applicable program application form, and all other required attachments as listed on the application.

3. DEFINITIONS

a. Academic Credit Internships (unpaid internships): This internship is structured to meet the requirements of the school for the specific field of study or degree program that the student is enrolled in. Assignments are based on the program requirements of the student. This type of internship is unpaid.

b. Intern Supervisor: the individual within the supervising department who is responsible for assigning the tasks and duties to the intern, monitor his/her work product and progress and evaluate his/her performance when applicable or required.

c. Paid Internships: Students selected for paid internships shall be assigned to specific projects and/or initiatives with definitive outcomes. Assignments shall be structured to provide a meaningful work experience for the intern. Paid interns are subject to the following provisions:

1) Paid interns shall earn no more than $15.00 per hour and no less than the established minimum wage for the state of Florida. Funding for paid internships shall be the responsibility of the supervising department and shall be charged to the department's operational budget.

2) Paid interns shall be considered part-time, temporary employees and shall not work more than 25 hours per week, or a cumulative of 833 hours for the duration of the internship. No other compensation or benefit shall be provided, except as specifically stated herein.

3) The intern shall maintain an accurate record of the date(s) and time(s) spent on their assignment with the Village. Such record shall be in the format provided by the Human Resources Department and shall be submitted to the Human Resources Department on a biweekly basis for payroll purposes. Signature of the intern's supervisor shall be required for processing.

4) Paid internships are subject to funding availability as budgeted by the supervising Department and, therefore, may be terminated earlier than the end date initially established and agreed upon by the village and the intern, if funding is no longer available.

5) Paid internships with the Village shall be at will and shall not be guaranteed for a definite period of time or for any purpose. As such, the Village and the paid intern shall have the exclusive right to terminate the employment relationship at-will, without cause and without notice.

6) Under no circumstances shall the internship assignment extend beyond a period of 1 year.

7) Paid interns shall be subject to the personnel policies and procedures of the Village.

d. Supervising Department: the department to which the intern is assigned.

4. ELIGIBILITY CRITERIA FOR INTERNSHIP CANDIDATES:

a. Academic Internships:

1) Students shall be enrolled in an undergraduate or a graduate degree program.

2) Students shall receive school credit or fulfill an internship requirement for his/her degree program; and documentation shall be provided as evidence of the requirement.

3) Internship assignments shall be closely related to the student's field of study and/or coursework.

4) The internship assignment shall not continue once the student has satisfied the internship and/or credit requirement for his or her degree program. Under no circumstances shall the internship assignment extend longer than six (6) months or the equivalent of two (2) consecutive college semesters.

5) Students shall be in good standing with the college or university that he or she is attending and shall submit at least one (1) letter of recommendation from an instructor of such institution attesting to same.

b. Paid Internships:

1) Students shall meet one of the following requirements:
   i) Student is enrolled in a graduate program
   ii) Student is in his/her junior or senior year of his/her undergraduate program
   iii) Student is enrolled in the last semester of his/her two-year degree program
   iv) Student is enrolled in college-level coursework and has measurable technical skills which are relative to the internship assignment that the student is seeking

2) Candidate shall provide at least one letter of recommendation from an instructor at the educational institution they are attending.

3) Students shall have a current cumulative GPA of at least 3.0 as shown on his or her certified college transcript.

4) Students must be eligible to work in the U.S.

5) Meet the required qualifications for the internship assignment.

6) Candidates for paid internships must agree to a drug screening and a local criminal background check. Candidates with a felony arrest and/or charge within the last five years, or candidates who fail to meet the requirements of the Shannon Melendi Act (if applicable), and/or with a positive drug screening result shall not be considered for the Internship Program.

6. INTERNSHIP PROGRAM RECRUITMENT PROCESS

The Human Resources Department shall coordinate the internship recruitment process. A systematic and consistent process for the collection of information and the placement of interns shall be followed as provided in this section.

a. Information concerning available internship assignments shall be posted on the Village, college websites and/or bulletin boards, or by any other means as determined by the Village to be the most advantageous in attracting potential candidates.

b. The HR Department may collect applications for internship assignments at any time, even when no posting is active. Internship applications shall be active for a period of 90 days. After such time, the candidate shall submit a new application to be considered for an internship assignment with the Village.

c. Candidates eligible for the Academic Credit Internship shall be accepted on a first come first serve basis, contingent upon the availability of vacancies. Candidates eligible for the Paid Internships shall be accepted based on the candidate's qualifications, experience, availability, and the applicable screening results.

d. Intern interviews shall be set up and conducted by the Human Resources Department and any other applicable department, if any.

e. The appropriate candidate shall be selected and notified of their selection by the supervising department's Director.

f. Final approval by the Village Manager or his/her designee shall be required.

7. INTERNSHIP ASSIGNMENTS

a. Every assignment shall be specifically identified and documented. Such documentation may be accomplished either by developing a specific position description, which identifies the primary duties of the assignment, or by providing a general description of the main typical tasks or activities to be performed. The department director of the supervising department shall bear the responsibility to create and submit the position description to the Human Resources Department before the start of the recruitment process.

b. Assignments involving the rotation of the intern amongst various departments shall be supervised by the Human Resources Director who shall also develop the description for such assignments. Only Academic Credit Internships shall be eligible for rotating assignments.

c. An assignment description for Paid Internships shall include a specific scope of work providing a clear description of the main tasks to be performed, the anticipated deliverables and/or outcome, a list of required skills and qualifications needed for the position, rate of pay, and the anticipated duration of the assignment. Such information shall also be included on the posting for the Paid Internship.

d. All interns shall wear Village-issued identification badges while on assignment at the Village of Palmetto Bay and at no other times. Identification badges must be turned into the Human Resources Department upon the completion of the assignment.

e. Assignments shall not extend beyond the applicable period as provided in Section 3(c).

8. SUPERVISION OF INTERNS

Interns shall be assigned a supervisor within the supervising department. Supervisors shall adhere to the following requirements:

a. Supervisors shall discuss the assignment and departmental functions with the intern.

b. Supervisors shall be responsible for ensuring that interns understand and comply with Village and the Departmental policies and procedures, as well as the Village-wide safety rules.

c. Supervisors shall provide the orientation, training, and supervision necessary for the intern to complete the assignment.

d. Supervisors shall ensure that interns maintain a time sheet which shall document the days and hours that the intern spends on the given assignment. The time sheet shall also document the location of the assignment.

e. Supervisors shall complete and submit the intern's evaluation forms if so required and directed by the college or university, and provide copies to the Human Resources Department for recordkeeping.

9. RISK AND INSURANCE

a. Paid interns shall be covered under the Village's workers' compensation insurance policy as required and provided by law. Interns participating in the Academic Credit Internship program, which are not paid, shall not be entitled to any workers' compensation benefits under the Village's policy.

1. In the event that a paid intern reports an injury sustained while on assignment with the Village, staff shall follow the established Village procedures for documenting and reporting the injury. To be eligible for coverage:
   I. the intern shall be participating in a paid internship assignment; and,
   II. the accident, injury or occupational illness shall have occurred in the course of the work assignment.

10. DISCLAIMER

a. The policies and procedures contained herein are intended for the implementation of the Village of Palmetto Bay Internship Program. Information contained in this or any other Village document, written or verbal, shall not be construed as an employment contract between the Village and any volunteer and/or intern, or a guarantee of future or continued employment.

b. Interns shall not be used to displace existing Village employees.

c. No volunteer, intern, employee, official, or representative of the Village shall have the authority to make any verbal statements of any kind, at any time that are legally binding on the Village of Palmetto Bay.

d. The Village reserves the right to limit the number of interns at any one time.

e. All documents shall be maintained in the Human Resources Department and shall be subject to applicable public record laws.

f. Interns are expected to carry out their assignments professionally and ethically. Additionally, interns shall abide by the rules, procedures, guidelines, and applicable policies of the Village of Palmetto Bay. Unprofessional and/or unethical behavior or a violation of any rule, procedure, guideline, or policy communicated to the intern shall not be tolerated and shall be grounds for the immediate termination of the internship assignment. Additionally, these violations shall render the intern ineligible from participating in any future internships with the Village of Palmetto Bay. The Human Resources Department may develop an informative manual, based on the policies contained herein, for the purpose of informing the intern of the applicable Village policies and expectations. This manual shall not replace the information that is to be provided to the intern under Section 8.