



## CHARLOTTE COUNTY GOVERNMENT HUMAN RESOURCES

### Policy: Internship Program

**PURPOSE:** The purpose of this policy is to provide the necessary structure for the implementation of an Internship program in Charlotte County.

**CONCEPT:** It is the practice of the County to attract and retain employees on the basis of their skills, aptitudes, experience, development, performance, potential, and education and training as prescribed in the job description of each job classification. It is the practice of the County to offer equal employment opportunity to all persons without regard to race, creed, color, sex, age, national origin, religion, disability, or marital status. In order to attract future employees and assist in their development, the County is implementing an Internship program for High School, Technical Center, College and University students. The Human Resources Department is responsible for the coordination of all aspects of the employment process, including the selection and assignment of College Interns into temporary assignments.

#### 1. Intern Request Form:

- a) Requests for interns shall be made using the “**Intern Requisition Form**”. This request will be made to the Human Resources Department.
- b) Interns will be chosen from a pool of candidates provided by High Schools, Technical Centers, Colleges and Universities. If there are no qualified interns in the pool to fill requests, the Human Resources Department will attempt to find qualified students through contacting various High Schools, Technical Centers, Colleges and Universities.

#### 2. Application for Internship:

- a) Applications/resumes for Intern positions will be accepted by the Human Resources Department.
- b) All applications for any intern position must be made on the County's **Internship Application**.
- c) Attached to each employment application will be an Equal Employment Opportunity Information Form. This form will be separated from the employment application and retained in the Human Resources Department.

### **3. Screening:**

- a) An offer may only be extended by the Human Resources Department contingent on an applicant passing all applicable pre and post-offer screening.
- b) Reference Checks: References regarding previous employment, academic standing, school records, etc., may be checked by the Human Resources Department on all applicants.
- c) Background Checks: Human Resources will conduct background checks for applicants who are being considered. These checks may include, but are not limited to Social Security check, Motor Vehicle Records, Statewide and National Criminal background checks and educational checks.
- d) Knowingly providing fraudulent or false statements on any application or examination may be deemed cause for the exclusion of such application from consideration or for terminating the internship.
- e) The Human Resources Department may administer various tests designed to measure a candidate's job skills, aptitude, and potential for successful work performance.

### **4. Physicals:**

- (1) After a conditional offer is made, applicants for designated positions shall be required to have a pre-employment physical prior to their reporting to work. The physical shall be performed and evaluated by CareHere, Charlotte County Employee Health Center under standards established by the County. The results of the exam will be sent to the Human Resources Department and be certified by CareHere.
- (2) The mandatory physical shall be performed by CareHere, Charlotte County Employee Health Center. When deemed appropriate, the individual may be referred to his/her personal physician and/or an outside specialist in lieu of the physical being performed by CareHere. This will be at the County's expense.
- (3) Post-offer drug testing will be coordinated by the Human Resources Department, in accordance with the Drug-free Workplace Procedure, after a conditional offer of employment is made.

### **5. Selection:**

- a) All selection decisions shall be based on the match of the applicant's coursework and declared degree concentration and prior related experience and/or employment, to the requirements of the respective job assignment.
- b) The Human Resources Department will screen the applications for minimum requirements and will forward only qualified applicants for interviews.

- c) Interviews for applicants, who meet the minimum requirements, will be coordinated by the requesting department.
- d) The Department Manager will not make any job offer or salary offer to any applicant. After the interview has been completed, the interviewer will inform the applicant that all further communication regarding the selection process and the applicant's status will be conducted by the Human Resources Department. Hiring an Intern will be a mirror image of the process when hiring a "regular full time" County employee in any other position.
- e) Prior to the Intern's start date, the Department Manager must submit a completed **Intern Development Plan** and receive approval of such plan from the Human Resources Department. In addition, both the Intern and the Department Manager will sign the **Intern Program Agreement Form** (described in # 7 below). Care should be placed on the development of this plan as it will be the cornerstone from which all related Intern issues are judged. In other words this is a critical step that must be thoroughly thought out so that there is no disconnect between the County and the Intern when it comes to "**Expected Outcomes**".
- f) Authorization for **Paid Internships** must be approved by the Human Resources Director or Designee and the appropriate Department Director. Pay related exceptions/issues will be handled on a case by case exception bases by the HR Director in conjunction with the Department Director.
- g) **Unpaid Internships** in the Public Sector are permissible per the U.S. Department of Labor however; they have applied the following guidelines to assist in staying within the law:
  - The training, even though it includes actual operation of the facilities of the employer, is similar to that which would be given in an educational environment;
  - The training is for the benefit of the trainee;
  - The trainees do not displace regular employees; but work under close observation;
  - The trainees are not necessarily entitled to a job at the completion of the training period; and
  - The employer and the trainee understand that the trainees are not entitled to wages for the time spent training.

## 6. Post-Placement:

- a) After the intern has been placed, the host department will abide by any of the requirements from the respective High School, Technical Center, College or University. These various entities may have different and specific reporting/feedback criteria.

- b) As per the **Intern Development Plan**, the intern will be given challenging assignments that will enhance their professional development and supplement their coursework.
- c) The manager will update the progress on the **Intern Development Plan** at the 6 and 12 week points. Additionally those Interns who are on a one year program will be evaluated at the end of each quarter. Forward this form to the Human Resources Department.
- d) The Manager will complete the **Internship Performance Feedback** form at the end of the internship period or as needed, and forward this form to the Human Resources Department.
- e) The intern will complete the intern section of the development plan at the end of the internship period and forward this form to the Human Resources Department.

#### 7. **Agreements: Intern and Supervisor**

- a) The purpose of the Student and Supervisor agreement is to specifically outline fundamental responsibilities and to facilitate the communication of those responsibilities for both parties. Particular attention should be paid to the consequences should the student not meet these requirements.
- b) Initiating both the **Student Internship Program Agreement** and the **Supervisor Internship Program Agreement** is necessary before the Intern can actually begin his/her internship. These documents must be completed no later than by the end of business on the Intern's first day.
- c) The Intern should receive a copy of their Student Internship Program Agreement.