



## DINWIDDIE COUNTY HUMAN RESOURCES POLICIES AND PROCEDURES

### INTERNSHIPS

*Effective May 11, 2015*

*Revised July 1, 2016*

#### POLICY

Dinwiddie County is committed to promoting the development of the future workforce. County sponsored internships are initiated to provide high school to graduate level students with the opportunity to work alongside County professionals and gain hands-on work experience. This procedure provides guidance for County employees and Interns on the administration of internships. Compliance with this procedure is necessary to ensure consistent implementation across County Departments.

#### DEFINITIONS

- A. Intern:** A student or recent graduate who works for a specified, limited amount of time to gain work experience and exposure.
- B. Intern I:** An intern who is currently enrolled in or has just completed high school.
- C. Intern II:** An intern who has (1) successfully completed a minimum of one full-time semester and (2) is currently enrolled in a college, technical, vocational, trade school, advanced degree program, or other higher educational institution.
- D. Internship:** Formal program to provide practical experience in an occupation or profession.
- E. Work week:** For the purpose of calculating hours worked, the County's work week begins at 12:01 AM Sunday and ends at 12:00 midnight Saturday.

#### PROCEDURES

##### **A. Eligibility**

Students who are currently enrolled in a high school, college (including 4-year college, university, community college, junior college) professional, technical, vocational, or trade school, advanced degree program, or other educational institution pursuing a qualifying degree or certificate who meet the following criteria:

1. Eligible to work in the United States.
2. At least 16 years old or possess an employment certificate (work permit).
3. Able to provide or obtain own transportation to and from the assigned worksite.

##### **B. Application**

Students interested in completing an internship with the County must complete a Dinwiddie County Internship Application and submit it to Human Resources for consideration. Applicants shall provide any academic requirements for the internship to the County as part of their application.

1. Human Resources will consult with the Deputy County Administrator, Finance and General Services and the Hiring Manager or Constitutional Officer who has oversight responsibility for the Department in which the applicant is interested in interning to determine:
  - a. The Department's ability to facilitate the internship.
  - b. If the Department's budget is adequate to support the internship.
2. The Department Head or Constitutional Officer in conjunction with the Director of Human Resources will interview all applicants to ensure the individuals possess the necessary knowledge, skills, and abilities needed to successfully complete the internship.
3. In the event multiple applications are received, the interview process will be utilized to identify the most suitable candidate for the internship.

**C. Timeframe**

Selected Interns will work with the respective Hiring Manager to coordinate an agreeable work schedule.

1. Interns will not be scheduled to work more than 40 hours in any work week.
2. Interns must be available to work at least 20 per week each week within the internship unless prior approval is granted (ex: planned vacations) or a situation develops that requires the individual to be absent (ex: family emergency or sickness).
3. The beginning and ending timeframe must be established prior to the initiation of the internship and must fall within the following timeframes:
  - a. Summer – Begin no sooner than May 1 and conclude no later than August 31.
  - b. Fall – Begin no sooner than September 1 and conclude no later than December 31.
  - c. Spring – Begin no sooner than January 1 and conclude no later than April 30.
4. The internship must be at least four weeks in duration and no more than four months.

**D. Assignments**

The respective Hiring Manager is responsible for identifying specific projects and tasks that provide the Intern with opportunities for exposure to real work situations.

1. Project assignment should include challenging and rewarding work exposure opportunities.
2. Hiring Managers should provide Interns with constructive feedback related to their performance.
3. Hiring Managers assume responsibility for the final work products completed by Interns.

**E. Acknowledgements**

Selected Interns are responsible for participating in New Hire Employee Orientation the first month of their internship.

1. Interns must complete all applicable employment forms including but not limited to the I-9 form and payroll documents.

2. Interns must acknowledge receipt of and agree to abide by all County personnel policies and procedures.
3. Interns who violate any provisions of this or any other County policy are subject to the internship being immediately concluded at the sole discretion of the County without further payments.
4. Employees who violate any provisions of this policy will be disciplined according to the Standards of Conduct policy outlined in the County personnel manual.

**F. Payment**

Interns will be paid in accordance with the County's payroll schedule.

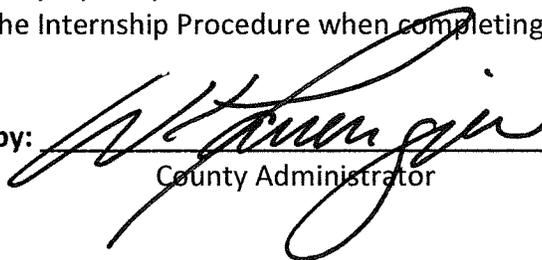
1. Interns will be paid based on the following scale:
  - a. Intern I – current minimum wage
  - b. Intern II - \$10.00 per hour
2. Interns are responsible for accounting for time worked by completing a weekly timesheet; timesheets must be submitted to the Hiring Manager no later than Tuesday of the following work week.
3. Hiring Managers are responsible for confirming the hours worked by signing timesheets and forwarding them to Payroll for processing.
4. Exceptions to payment may be made on a case by case basis.

**Distribution of Internships Procedure to County Management; Management**

**Acknowledgement**

A copy of the County Internship Procedure shall be distributed to each County employee who has management responsibilities with an Employee Acknowledgement. Each County management employee shall acknowledge receipt of the Procedure by signing and dating the Employee Acknowledgement Form and returning it to Human Resources for filing in the respective employee's personnel file. All new hire managers shall receive and acknowledge receipt of the Internship Procedure when completing new hire orientation.

Approved by: \_\_\_\_\_



County Administrator

Date: \_\_\_\_\_

6.27.16

Date