



ADMINISTRATIVE PROCEDURE

SUBJECT: STUDENT INTERN PROGRAM	Number <u>II-5</u>	Effective Date: Issued: <u>08/17/1992</u> Revised: <u>02/16/1993</u> Revised: <u>08/20/2004</u> Revised: <u>10/17/2019</u>	Page 1 of 4
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PURPOSE:

To provide procedures for employing college, university, or recently graduated interns for projects and assignments that provide meaningful work experience for the interns and useful services to the District. Assignments will not exceed 999 hours per fiscal year for any intern.

ELIGIBILITY:

All interns must be students currently enrolled in a community college, an undergraduate or graduate degree program, or recently have obtained their degree to be eligible for a student internship.

Interns referred to as Technical Interns are those with highly-focused knowledge and developing skills in areas such as, but not limited to, Engineering/Construction, Planning, and Water Resources and attend (or have recently received a degree from) an accredited four-year college, university, or educational institution. These internships will be paid.

Interns referred to as In-Service Area Interns are those who: a) reside within the District’s service jurisdiction or, b) attend or recently received a degree from a college or university within the District’s service jurisdiction: California State University East Bay Concord Campus, Contra Costa College, Diablo Valley College, and Los Medanos College. These interns may perform work for one or more divisions/departments and may be paid or unpaid.

EMPLOYMENT STATUS

1. District Employment

Interns employed by the District are not represented by a bargaining unit. They are “at will,” temporary employees, and subject to release at any time with or without cause as best fits the business needs of the District. There is no right to long-term employment or appointment to a regular position at the District as a result of serving as an intern. Paid interns are paid on an hourly basis for actual hours worked. They are not eligible for employee benefits (except those mandated by law), permanent status, holiday pay, or other rights and privileges accorded regular District employees. Assignments are subject to include safety-sensitive tasks; these interns must complete a pre-employment physical examination which includes a drug and alcohol screen. All interns must pass a reference check and a criminal background

check prior to beginning work. Interns who will be required to drive a motor vehicle to conduct District business as part of their internship, will also be required to possess a valid California Driver License and possess/maintain a satisfactory driving record. A copy of the intern's Department of Motor Vehicles driving record for not more than the previous ten years is required as part of the pre-employment screening process.

PROCEDURES:

1. Work Assignments:

- a. Divisions/Departments may request interns by submitting a completed request form to the Human Resources & Risk Division for approval. Requests must include:
 - (1) anticipated starting and ending dates of employment;
 - (2) anticipated working hours;
 - (3) a description of projects or tasks to be performed in relation to other on-going District programs and activities;
 - (4) the training/experience opportunities which such work assignments will provide to the Student Intern; and
 - (5) the academic major(s) most closely related to acceptable performance of the task or project.
- b. Work may include a variety of tasks on a variety of projects and assignments. A District employee will be designated as the intern's supervisor and is responsible for the day-to-day training, supervision, and evaluation of the intern. Work assigned to interns must fit within the job description.

2. Recruitment and Selection:

- a. Recruitment of interns shall include:
 - (1) Advertising of internship opportunities done through a variety of sources such as college and university placement and counseling offices, academic departments, student associations, career/job fairs, and other recognized intern programs.

- (2) Applicants interested in internships with the District must: a) complete and submit a District application form and/or current resume; b) provide a current academic transcript; and c) provide references District staff can contact regarding the applicant's skills, knowledge, and work abilities.
 - b. The selection process shall be conducted jointly by the Human Resources & Risk Division and the requesting division/department. The process shall include an opportunity for open competition and selection based on evaluation of applicable job-related criteria.
3. Compensation
 - a. The salary schedule for interns will be periodically reviewed and adjusted for inflation, commensurate with the Local 21 Professional and Supervisory Unit Cost of Living Adjustments.
 - b. Initial salary levels for interns shall be determined by the Human Resources & Risk Division, in consultation with the requesting division/department, and shall reflect the nature of the work to be performed and the academic standing and work experience of the intern.
 - c. Interns shall not normally be assigned to work more than eight hours per day or more than 40 hours in a work week.
4. Performance Evaluation: The immediate supervisor shall complete a written evaluation of the intern's work performance upon completion of the assignment. A copy of the performance evaluation shall be given to the intern and the original shall be retained in the intern's personnel file.
5. Extension of Ending Date: Divisions/Departments wishing to extend an intern's assignment beyond the original ending date must obtain approval of the Human Resources & Risk Manager and of the General Manager or designee.

FUNDING

Board approval: The Human Resources & Risk Division will maintain funding for the District-wide Intern Program.

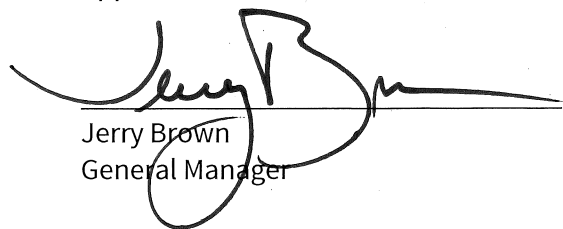
Internal approval: Requests to fill Intern assignments must be approved by the General Manager or designee and by the Human Resources & Risk Manager.

RESPONSIBILITIES

The Human Resources & Risk Division is responsible for recruiting, maintaining budget, monitoring compliance with this administrative procedure, and assisting divisions/departments with the employment process. Each department head is responsible for ensuring compliance with this administrative procedure.

If requests exceed budget, the Human Resources & Risk Manager will work with the department managers to reconfigure positions to be in line with the budget.

Approved:



Jerry Brown
General Manager