

MONTEREY COUNTY BOARD OF SUPERVISORS

MEETING: April 29, 2008 - CONSENT	AGENDA NO.: 5/A-3
SUBJECT:	a. Adopt a new countywide Student Internship Program on a one-year "pilot" basis; and b. Direct staff to implement the unpaid pilot Student Internship Program effective May 1, 2008 through April 30, 2009, and to return to the Board by June 3, 2008 with a status report for the paid internship implementation. Staff will return by December 1, 2008 with an interim status report on program progress and effectiveness, and funding options for ongoing implementation.
DEPARTMENT:	County Administrative Office

RECOMMENDATION:

It is recommended that the Board of Supervisors take the following actions:

- a. Adopt a new countywide Student Internship Program on a one-year "pilot" basis; and
- b. Direct staff to implement the unpaid pilot Student Internship Program effective May 1, 2008 through April 30, 2009, and to return to the Board by June 3, 2008 with a status report for the paid internship implementation. Staff will return by December 1, 2008 with an interim status report on program progress and effectiveness, and funding options for ongoing implementation.

SUMMARY/DISCUSSION:

This policy proposal implements the Board of Supervisors' directive to establish a countywide Student Internship Program. A Student Internship Program provides early career training for career-minded students seeking government employment and cultivates the educational and professional development of promising job candidates which may lead to longer retention of the individual as a County employee.

Intern recruitment promotes the diversity of County careers and provides students from multiple grade levels and areas of study with opportunities to gain the work experience they need to successfully complete their educational goals. These intern opportunities will range from simple clerical to mid-level projects, or complex research at the post-graduate level.

A countywide Student Internship Program promotes the County of Monterey as an employer of choice to the student population. The Student Internship Program provides significant additional human resources to the County and will be recognized by the public as a valued community service.

The proposed Student Internship Program Policies and Procedures are developed and ready for implementation upon approval, see Attachment "A."

OTHER AGENCY INVOLVEMENT:


The Office for Employment Training (OET) will be the site of the Student Internship Program Office as it will enhance and complement the efforts and mission of OET. Affected bargaining units have been consulted and a side-letter is forthcoming. The Equal Employment Opportunity Office, Risk Management, and the Auditor-Controller's Office have also been consulted.

FINANCING:

This Board directed program will be administered by a 0.5 Full Time Equivalent (FTE) Management Specialist and a .25 FTE OA (Office Assistant) II as clerical support. Non-personnel costs include IT (Information Technology) support for web page development and maintenance, database development and maintenance, desk space and a phone line. Total direct annual costs are estimated at \$99,433. (Approximately \$22,000 for the remainder of FY 07-08.) Office space will be provided via a Memorandum of Understanding with OET.

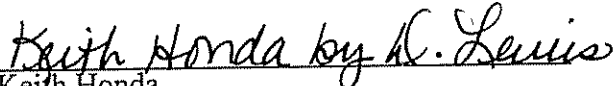
Interim financing for the program in FY 07-08 will be redirected from previously budgeted funds in Budget Unit (BU) 125 – Human Resources. Interim financing for the program in FY 08-09 will be funded from unfilled County budgeted positions in Budget Unit (BU) 125 – Human Resources. On-going financing will be considered as part of the FY 09-10 budget.

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Approved by:



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Dated: 4-22-08

Attachments: Board Order; Attachment "A" - Student Internship Program Policies and Procedures

The County of Monterey Student Internship Program **Policies and Procedures**

I. PROGRAM MISSION

Mission Statement

Our mission is to provide internships that enhance students' educational objectives, strengthen career awareness, and promote public service for the County of Monterey.

The four primary benefits gained from the Student Internship Program include:

- Promote student awareness about the diversity of County careers.
- Enhance the education and training of the local student population.
- Strengthen overall recruitment by supporting pathways to employment.
- Augment a wide range of County services at cost savings.

II. PROGRAM STRUCTURE AND DEVELOPMENT

A. The Student Internship Program Office will initially consist of one program coordinator with part-time support staff, and necessary support from County of Monterey Offices including: County Administrative Office, County Counsel, Human Resources, and Information Technology. The Internship Program will provide the following services:

- Intern job development for participating departments.
- Development and maintenance of all program forms, training materials, etc.
- Mandatory intern supervisors' training.
- Recruitment and college outreach.
- Program maintenance and data collection.
- Production of an annual report and presentation to the Board of Supervisors.
- Ongoing outreach and education to departments for program expansion.
- A point of contact for local and regional student population.

B. All intern job descriptions will be developed with the following criteria in mind:

- Internships will support the mutual benefit of County needs and student goals.
- Various internship assignments will range from simple clerical to mid-level projects, or advance to complex research and analysis.
- Internship duties will augment and support rather than replace duties of regular employees.
- Internships must provide necessary in-service, supervision, and working environment to support student success and project completion.
- Internship job descriptions will clearly define duties, training, supervision, objectives, and time commitment of the internship to ensure quality control.
- Internship job descriptions may be short-term projects or continuous work experience, but must be approved by the Student Internship Program Office to ensure quality control, policies and procedures compliance, Risk Management review, and registration with the Internship Program Office.

- Ongoing department outreach and education will be needed to expand the program and increase the number of intern opportunities.

III. STUDENT INTERN DEFINITION AND QUALIFICATIONS

A student intern is defined as a paid or unpaid student worker who is currently enrolled in an accredited school, college, or university.

- Students who are not currently enrolled may qualify if the internship meets requirements for an educational program, certificate, or license.
- Other non-enrolled students may also qualify if the internship is for specific career related exposure or work experience that supports an educational goal.
- There is no minimum number of units a student must be enrolled in as long as one of the above criteria applies.
- Paid interns are considered “at-will,” short-term, non-continuous student workers with no grievance rights, benefits, or guarantees of regular employment with the County of Monterey. Interns may be terminated with or without cause.
- For most business purposes, the established minimum age for a student intern will be 17. If a department wishes to hire a student younger than 17, it must seek approval on a case-by-case basis from the Student Internship Program Office.
- Student interns may be rehired into a previous internship (for summer or winter breaks), but shall not be rehired more than four times.
- Paid interns shall not work in excess of 960 hours per calendar year, or 1000 hours per fiscal year. Hours will be tracked on both a calendar and fiscal year basis.

IV. STUDENT INTERNSHIP DEFINITION

- The term “internship” for the purposes of the County of Monterey defines a diverse array of various short-term, non-continuous project assignments. An internship may be used to describe both formalized, post-graduate internships directly tied to a student’s curriculum for school credit, as well as less formalized assignments that enhance education and career exposure without being tied to a curriculum requirement.
- Internships may be paid or unpaid based on department budget, time commitment, or complexity of assignment.
- All student hours worked will be tracked by the Internship program.
- Regular County of Monterey employees must meet special criteria to apply for Internships.

V. STUDENT INTERN RECRUITMENT PROCESS

All recruitment of student interns will be coordinated with departments and managed by the Student Internship Program Office.

- To ensure equal opportunities for all interested students.
- To ensure thorough recruitment to attract a strong student candidate pool.
- To keep accurate records of student applicant information with respect to Program effectiveness, outreach strategies, and number of students who become permanent County employees after completing internships.
- To ensure a Countywide standard for the formalized process of advertisement, application collection, interviews, web site postings, and hiring of student interns.
- The Student Internship Program will utilize its own web page, developed and maintained by the County of Monterey Information Technology Department web team, for information dissemination.
- Student intern applications will be available on the Monterey County web site.

VI. STUDENT INTERN JOB CLASSES

There will be one student intern job class with a pay range between \$10.00 and \$20.00 per hour. This broadband range will allow departments to compensate according to the complexity of the internship assignment while also addressing the department's budget restrictions. Intern compensation levels are broken into three categories:

- Level I (simple assignments with constant supervision)
- Level II (mid-level assignments with minimal supervision)
- Level III (complex assignments with little or no supervision)

Student Interns are not eligible for benefits and pay rates for this class will follow regular scheduled cost of living increases.

VII. RISK MANAGEMENT, INSURANCE, MOU'S, BACKGROUND CHECKS, AND PHYSICALS

A. Workers' Compensation: All paid and unpaid student interns' job related injuries or illnesses that arise out of or occur during the performance of a student intern's job duties for the County of Monterey must be reported immediately to the intern's supervisor and handled like any other County employee claim. Interns will receive the same workers' compensation benefits afforded to any other employee.

B. Auto Accident & Injury Coverage: When a student intern drives a County vehicle for work related duties, it will be necessary to obtain proof of his/her valid California Driver's License and a California Department of Motor Vehicles check performed at the department level. If an intern will be driving a personal vehicle for County work related duties, it will be necessary to obtain proof of appropriate auto insurance for the vehicle. It will also be necessary to advise the intern that his/her insurance will provide primary coverage in the event of an accident and any deductible will be their personal responsibility. For this reason, it is recommended that qualified student interns use a

County vehicle rather than a personal vehicle. The County's Vehicle Use Policy will apply in all such cases.

C. Background Checks: Each internship job description will be initially evaluated for the need for simple or complex background checks. The following reasons may require a background check before hiring an intern.

- When the department has a standard policy for background checks on any employee (Sheriff's Office, District Attorney, etc.).
- When the student intern will be working with any vulnerable population (youth, children, older adults).
- When the student intern will be driving or assisting with transporting any client.
- When the student intern will be in contact with highly sensitive or confidential information.

D. County/University Agreement or MOU: For students in post graduate programs that require special clinical experience and supervision for university or college credit that may require additional liability, HIPAA, or other out of the ordinary consideration, a special County/University Memorandum of Understanding may be required. A standard County/University agreement may be reviewed and adopted by County Counsel and will be available through the Student Internship Program Office.

E. Physical Examinations: Physical examinations may not be necessary for the majority of student internships, but may apply in the following cases:

- When a department has a standard policy for a physical examination of all employees (Sheriff's Office, District Attorney, etc.).
- When the intern job description requires extensive field work, lifting, or other physical requirement.
- Or as mandated by law.

VIII. STUDENT INTERNSHIP PROGRAM FORMS AND GUIDELINES

All Student Internship Program forms and guidelines will be explained in detail in the mandatory Student Intern Supervisors' Training. Additionally, all related forms will be available in hard copy form or for downloading from the County's Intranet site.

- Student Internship Program Policies and Procedures
- Copy of the Student Intern Supervisors' Training Guide
- Student Intern Job Descriptions
- Student Intern Applications
- Current Student Intern Opportunities Bulletin
- Student Intern & Supervisor Agreement
- Weekly and Monthly Time Sheets
- Payroll Guidelines & Procedures for paid Student Interns
- Background Check Consent Form
- County/University Student Internship Agreement/MOU
- Exit Questionnaire
- Criteria for internships of regular employees
- Outstanding Student Interns of the Year application

IX. RECOGNITION OF INTERNS

A. *Certificate of Appreciation:* The Student Internship Program Office will issue each student with a Certificate of Appreciation from the County of Monterey after the successful completion of a Student Internship.

B. *Outstanding Intern Awards:* Outstanding Student Interns may be recognized before the Board of Supervisors with a special resolution for outstanding service or valuable contribution during the Student Internship Program's Annual Report to the Board. This will highlight student accomplishments while honoring valued service to the County of Monterey.