

LIVINGSTON COUNTY INTERNSHIP POLICY

RESOLUTION #2015-07-142

LIVINGSTON COUNTY, MICHIGAN

APPROVED: JULY 6, 2015

PURPOSE:

Livingston County supports internship programs that provide opportunities for growth and learning to students in high school, college, or graduate school. This policy assists departments of Livingston County in the hiring and managing of their paid and unpaid interns.

Interns with Livingston County are involved in programs designed to provide them with professional experience in the furtherance of their education or training and are academically related to their field of interest or study. Internships assist the students in their educational goals by giving them the opportunity to put to use classroom instruction in a functioning municipal setting.

The County may employ student interns to perform work closely related to their academic interest or goals, but will not:

1. Result in the displacement of regular employees or impair existing contracts for service;
2. Fill a vacant position;
3. Be primarily clerical in nature. (Ex: main duty is making copies)

Interns with Livingston County are at-will employees and the hiring authority of the intern may terminate the employment of any intern without cause or prior notice.

CONCEPT:

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, College and Graduate students. The Human Resources Department is responsible for the coordination of all aspects of the employment process.

INTERN REQUEST FORM

Requests for interns will be made by departments using the Intern Request Form. This request will be made to the Human Resources Department. Interns will be chosen from a pool of candidates that are either at the High School, College, or Graduate level.

APPLICATION FOR INTERNSHIP

Applications/Resume for intern positions will be accepted by the Human Resources Department. All applications must be made using the standard job posting process on the County website.

SELECTION OF INTERN

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.

The Human Resources Department will screen the applications for minimum requirements and will forward only qualified applicants for interviews. Interviews for applicants, who meet the minimum requirements, will be coordinated by the requesting department.

INTERN PROPOSED WORK PLAN FORM

Prior to the Intern's start date, the Department Manager must submit a completed **Intern Request Form** along with the **Position Request Change Form** and receive approval of such plan from the Human Resources/Finance Departments.

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 for the intern. A work plan should reflect the department's goals and should ensure that the intern has realistic and achievable goals. It is paramount to clarify the responsibilities of the intern and specify the parameters or constraints of these responsibilities.

Describe the skills needed to fulfill the work responsibilities as well as the skills that can be gained or sharpened from the internship experience. Consider the benefits that would make the internship attractive to a student (i.e. access to officials, opportunities to attend important meetings, conferences, or other special events).

WORKSPACE

When at all possible, each intern should have their own workspace. This gives the intern an opportunity to feel as a part of the team and not just a temporary aspect of it. Resources should include: computer, phone, desk, printer access, pens, paper, etc.

COMPENSATION

Intern compensation is based on their academic program and classification. Below is a chart displaying intern compensation based on those categories just mentioned.

INTERN COMPENSATION		
INTERN CLASSIFICATION	PAY RANGE	ACADEMIC STATUS
Intern I	TBD	High School Student
Intern II	N/A, Grade 1	Undergraduate
Intern III	N/A, Grade 2	Graduate/Post Graduate

Interns are considered hourly non-exempt employees under the Fair Labor Standards Act (FLSA) regardless of classification. Interns are ineligible for benefits. The Livingston County Internship Program shall be in compliance with Fair Labor Standards Act (FLSA) and all other applicable laws.

In general, the more the internship program is structured around a classroom or academic experience as opposed to the employer's actual operations, the more likely the internship will be viewed as an extension

of the individual's educational experience (this often occurs where a college or university exercises oversight over the internship program and provides educational credit).

TERMINATION

Interns are at-will employees and the employment relationship may be terminated by either party at any time without cause or prior notice.

MONITORING/EVALUATION

The department the intern is a part of must regularly review the duties performed by interns to ensure that they are engaged in meeting their learning objectives and goals set by the Intern Request Form. This includes having weekly meetings to discuss where the intern is at on a current project and answer any questions they may have. It is important to develop and practice skills that foster effective mentoring such as communication, feedback, understanding, and positive attitude.

Evaluation should be a continuous, ongoing aspect of the internship program. Conduct evaluations in light of goals set forth in advance by the program supervisor and the intern. If goals are continually unmet, perhaps they are set too high or not applicable to the situation. Ensure that intern supervisors use the same performance evaluation system that is used for other employees and provide the intern with a copy of the evaluation that is sent to the academic coordinator and Human Resources Department.

Each department that has an intern must comply with the reporting requirements that is required by any intern's academic program.

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ADOPTED	#2015-07-142	7.6.15
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RESOLUTION ATTACHED

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RESOLUTION

NO: 2015-07-142

LIVINGSTON COUNTY

DATE: July 6, 2015

**RESOLUTION TO ESTABLISH A COUNTYWIDE INTERNSHIP PROGRAM POLICY –
HUMAN RESOURCES / PERSONNEL / FINANCE / BOARD**

WHEREAS, the Workforce Development Strategic Planning Committee expressed interest in creating a countywide internship program/policy; and

WHEREAS, the purpose of the program is to increase interest in local government as a career choice and to be able to create opportunities to foster talent for future openings within Livingston County; and

WHEREAS, Livingston County supports internships that provide opportunities for growth and learning at the high school, college, and graduate level.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves the attached policy, forms, and job descriptions for internships for Livingston County.

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MOVED: Commissioner Childs

SECONDED: Commissioner Lawrence

CARRIED: 8-0-1 Roll call vote: Ayes: Childs, Lawrence, Green, Domas, VanHouten, Parker, Williams, Griffith; Nays: None; Absent: Dolan

LIVINGSTON COUNTY
Internship Program
Human Resources Department

INTERN REQUEST FORM

Instructions: The work plan should clearly articulate the goals and guidelines for the internship experience. This form should be completed by the department sponsoring the internship. Please complete this form for each internship position.

Department: _____

Supervisor: _____ Alternative Supervisor: _____

Work Location: _____ Paid/Unpaid: _____ Avg. Hours per Week: _____

Length of Internship (Flexible): _____ Days/Hours (Flexible): _____

Major/Field of Study desired: _____ Intern Classification (I, II, or III): _____

Describe the internship assignments and responsibilities:

List some qualifications/skills you would prefer the intern to possess (For example: indicate specific computer skills, research, writing, presentation abilities, etc...).

What would you consider as the most attractive part of this internship for a student?

What are the expected outcomes for the intern to experience while an intern with Livingston County?



1. CONTACT INFORMATION

Requester: _____ Title of Requester: _____

Dept. Phone Number/Extension: _____ Date Requested: _____

2. POSITION REQUESTED INFORMATION

Position Title: _____ Supervisor: _____

Name and title of current (or previous) incumbent: _____

Is the purpose of this request to fill a position as a result of a vacancy? Yes No

Is the purpose of this request to change the scheduled hours of an existing position? **Select** From: _____ To: _____

Is the purpose of this request to reclassify a current position? Yes No

Position Type: Regular Term/Grant Temp. Unpaid Special

Position Status: Full Time (30+) Part-Time (21-29) Part-Time (20 or Less)

Number of work hours per week: _____

Authorized ORG FTE per budget book for the past five years: 2011: _____, 2012: _____, 2013: _____, 2014: _____, 2015: _____

Description of position and justification for change of hours/addition of position (REQUIRED):

3. FUNDING INFORMATION

Base Annual Salary: _____ This position is funded in whole or in part by a grant % Funded: _____

Position will be funded by: General Fund Enterprise Fund Special Revenue Fund Internal Service Fund

Funding Source(s) (Check all that apply and provide percentage)

Increased Fees: Percent _____ Contract/Charges for Services: Percent _____ General Fund: Percent _____

Reduction of Expenditures: Percent _____ Which expenses were reduced and by how much?

4. REQUIRED APPROVALS

Supervisor (if applicable) _____ Date _____ Department Head _____ Date _____

5. HR OFFICE ONLY

Job Class: _____ Job Title: _____ Grade: **Select**

Employee Group: **Select** Step: **Select**

HR Reviewed _____ Date Reviewed _____

6. BUDGET OFFICE ONLY

Position Control # _____ Org. _____ Object Code: 704000 706000 706001 705000

Funds Available: Yes No

Budget Reviewed _____ Date Reviewed _____

Board Authorized on Date: _____ Resolution#: _____