



**CITY OF DUBLIN
ADMINISTRATIVE ORDERS
OF THE CITY MANAGER**

ADMINISTRATIVE ORDER 2.34	
TO:	All Department/Division Heads
FROM:	Marsha I. Grigsby, City Manager
SUBJECT:	Pay Structure for College Interns
DATE:	August 13, 2012
Supersedes and Replaces Administrative Order 2.34 Dated 10-18-01	

I. PURPOSE

The purpose of this Administrative Order is to establish a formal pay structure and related administrative guidelines for the College Intern employment classification.

II. WAGE STRUCTURE

Pursuant to Section 2 ("Wage & Salary Structure/Administration"), paragraph I. of Ordinance 73-06 ("Compensation Plan"), the City Manager shall determine competitive, equitable compensation rates for Seasonal, Temporary, or other such positions casual positions. Therefore, the following hourly wage structure is hereby established for College Interns:

Undergraduate Intern

Step 1 - \$ 11.80/hour
Step 2 - 12.80/hour

Graduate Intern

Step 1 - \$13.50/hour
Step 2 - \$14.75/hour

III. STEP PROGRESSION

The progression within the aforementioned wage structure shall normally begin with step 1 in the case of a Junior academic standing for undergraduate interns and a first year standing in graduate school for graduate interns. Progression to Step 2 would occur when the Intern achieves a Senior academic standing as an undergraduate or a second year standing as a graduate student.

IV. ADMINISTRATION OF WAGE STRUCTURE

The Director of Human Resources shall have the authority and responsibility for administering the aforementioned wage structure, including the accurate assignment of wage rates pursuant to said structure. The Director of Human Resources shall also have the authority to resolve any disputes or questions regarding the administration of said wage structure. Any deviations from the normal step progression described in Section III. may be authorized at the discretion of the Director of Human Resources. In such cases where the Director of Human Resources believes that certain deviations are warranted, said Director shall have proper justification supporting any such deviation. Said justification shall be documented and retained within the employee's personnel file.

V. AMENDMENTS

The wage structure contained in this Administrative Order shall be reviewed on an annual basis by the Director of Human Resources and said Director may recommend amendments to the City Manager. Should the recommendation of the Director of Human Resources be approved by the City Manager, the amendments (including adjustments to the wage structure) would be effective immediately. This Administrative Order shall be in effect until which time any amendments to said Order should be duly authorized by the City Manager.