



CITY OF DUBLIN

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

ADMINISTRATIVE ORDER 2.41
TO: All Department/Division Heads & Assistants
FROM: Timothy C. Hansley, City Manager
SUBJECT: Student Intern Program
DATE: September 14, 1994
Supersedes and Replaces Administrative Order 2.41 dated 11/1/93 Regarding Same Subject.

I. PURPOSE

The purpose of this Administrative Order is to formally establish a Student Intern program; provide a program policy statement; establish administrative regulations governing the pro-gram; and to provide guidance and direction to Department/ Division Heads and other supervisory personnel regarding proper administration of the program.

II. POLICY

It shall be the policy of the City Manager to provide intern-ship opportunities, when possible, to students actively pursuing an educational degree program at the College/University level. The purpose of the internship program shall be to provide the opportunity for students actively pursuing an educational degree program at such level to gain meaningful, practical work experience directly related to his/her respective field of study. (Interns should be assigned responsible duties and assignments and should not be used to perform routine clerical tasks on a regular basis.)

The nature of the internship program requires the student to work while pursuing his/her academic studies. The work experience provided through the internship should augment the student's educational experience. In return for the opportunity to gain practical work experience, Interns shall be expected to perform duties or become involved with projects or assignments that are directly related to their field of study and to demonstrate responsibility/accountability in producing a quality work product.

III. ADMINISTRATIVE REGULATIONS

The Student Intern Program shall be governed by the following administrative regulations:

- A. Intern positions must be formally authorized either by the Annual Operating Budget or by Ordinance of Council. Department/Division Heads should plan, in advance, for the creation of intern positions by including such positions, together with the corresponding justification, in their annual budget projections submitted each fall. (Attached is a form to assist you in this regard.)
- B. In order for a candidate to be eligible for an intern-ship, the candidate must be actively pursuing a degree program that is directly related to the nature of the intern position available with the City of Dublin. Furthermore, the candidate must be continuously enrolled at a college/university during the time the individual is employed as an intern, with the exception of Summer vacation and the exception referenced in Section G. below. Continued employment as an intern shall be contingent upon continuous enrollment at the College/University level.
- C. All intern positions shall fall into one of the following categories and shall be so designated by the Department/ Division when requesting creation of the positions:
 1. **Permanent** - Permanent positions are those which are created and funded by the annual budget, or an ordinance of Council, and are designated to be continuous in nature. These positions are expected to extend to the foreseeable future so long as funding continues to be approved by the annual budget. These positions may be Full-Time or Part-Time in character, as determined at time of creation.
 2. **Seasonal** - Seasonal positions are those positions which are created and funded by the annual budget, or ordinance of Council, and the individuals appointed to these positions can initially encumber these positions for four (4) months. These appointments may, however, be extended to a total of nine (9) months in duration, with prior written approval, provided that sufficient funding exists in the budget to do so. Seasonal positions may be either Full-Time or Part-Time in character, as determined at time of creation.
 3. **Temporary** - Temporary positions are those created and funded by the annual budget, or by ordinance of Council, and individuals appointed to these positions may encumber these positions for a maximum duration of six (6) months. Seasonal positions may be

Full-Time or Part-Time in character, as determined at the time of creation.

Department/Division Heads should be reminded that the very nature of the internship program requires the student to work while actively pursuing his/her academic studies. Therefore, internship positions should be Part-Time in character. (Part-Time is defined as less than 40 hours per week.) As a matter of policy, no Full-Time Permanent Internship positions should be requested because the City would be required to provide benefits for such positions; such is not my desire at this time.

- D. All intern positions shall be in the "Unclassified" service, which means that those individuals serving in such positions shall serve at the pleasure of the City and shall have no property rights to the positions. These individuals may be terminated at any point in their service with the City, and shall have no appeal rights regarding such termination.
- E. The recruitment and selection of student interns must be accomplished in accordance with the process and procedures established by Administrative Order 2.32 (Recruitment/Selection of Seasonal/Temporary Personnel).
- F. The hours that an Intern may work will be flexible based upon the student's academic schedule; however, account-ability for hours recorded on the Intern's timesheet must be maintained at all times by the Intern's immediate supervisor. The Intern and his/her immediate supervisor should establish a work schedule, in writing, at the beginning of each academic quarter/semester that is structured around the student's class schedule and identifies the hours and days of work the Intern will devote to the City. The Intern's immediate supervisor shall be responsible/accountable for monitoring the Intern's work schedule and verifying the accuracy of the worktime recorded on the Intern's timesheet.
- G. An individual's employment as an Intern may continue for no longer than one academic quarter or semester following graduation. As stated previously, the nature of a Student Intern Program is to allow the student the opportunity to work while actively pursuing his/her academic studies. It is not the purpose of the Intern Program to provide a permanent source of employment after graduation. Nevertheless, the City understands the difficulties recent graduates can sometimes face in finding a suitable position in an increasingly competitive job market; therefore, the City will permit the Intern to continue employment with the City for no longer than one academic quarter/semester following his/her graduation.
- H. Rates of pay for Interns shall be established and administered in accordance

with the provisions of Administrative Order 2.34 (Pay Structure for College Interns).

IV. CONCLUSION

The intent of this Administrative Order is to provide a basic structure in which a student intern program can be effectively administered yet at the same time allow for a certain degree of flexibility characterized by the nature of most intern positions. Any questions regarding this Administrative Order should be directed to the Office of the City Manager or the Division of Personnel & Purchasing.