

800.2 SUBJECT: HUMAN RESOURCES COLLEGE CREDIT INTERNSHIP PROGRAM

:1 OBJECTIVE

To provide guidelines for students seeking an internship in the program administered by Human Resources with the City of Orlando.

:2 AUTHORITY

This procedure approved by City Council April 3, 2000, Item 2PPP, amended October 15, 2001. Amended September 15, 2003; amended April 21, 2008; amended April 27, 2009.

:3 DIRECTION

Human Resources Division Manager, as an appointed official, serves at the pleasure of, and receives direction from the Mayor through the Chief Administrative Officer or designee.

:4 METHOD OF OPERATION

A. Definitions:

1. *Intern* (See Procedure 808.5) - An undergraduate or graduate student who is currently enrolled in a regular course of study in an accredited college or university who is employed in the Internship Program of the City and earns college credits toward graduation. Terms of employment under this category are intended to include a mutually agreed upon schedule between the college and hiring department, not to exceed four months in duration without reassessment. Interns, if paid, will receive an hourly rate established by the Human Resources Division Manager. Interns will be paid from the INTERNSHIP PROJECT FUND in Human Resources Division. No benefits will be earned

B. Administration of Program:

1. The Internship Program shall be administered by the Human Resources Division Manager subject to the availability of budgeted funds. The Human Resources Division Manager will send each Department Director an Internship Request Form for completion indicating a need for an intern. Each form will indicate nature of work to be performed, desired college major, commencement date, and duration of internship.
2. Upon receipt of completed form, Human Resources Division will compile and send to local colleges liaisons. College Liaisons will be asked to provide candidates meeting job/major requirements together with the following: resume with career goal statement, copy of transcript, criteria for evaluating interns, and name of primary college contact. On receipt of the required information, the Human Resources Division will screen applications and provide City department with a short list of the top candidates for possible interviewing.

3. Interns will not be allowed to commence work until the successful completion of a criminal background check and pre-employment physical.
4. Interns will be paid on a bi-weekly basis. The hiring department is responsible for keeping time sheets, entering time and authorization of hours worked in the City time and attendance program. This information will be made accessible to the Human Resources Division through the payroll system for final authorization. All checks will be collected by the designated department representative for distribution to interns in their respective departments.
5. Evaluation of the intern's performance shall be done periodically by the supervisor and a final report submitted to the Human Resources Division Manager at the end of the Internship Program. A copy of this report with the comments of the Human Resources Division Manager shall be sent to the intern's College Program Coordinator.
6. All interns are expected to abide by the Policies and Procedures governing the terms and conditions of employment for City employees. Failure to do so could result in the termination of their internship with the City.
7. The Human Resource Division Manager has authority to sign/execute any internship agreement requested by a college/school after review by the Office of the City Attorney.
8. The Human Resources Division will pay for a limited number of Internships. Internship pay rates will be established by Human Resources and any deviation from the current rate will need prior approval by the Human Resources Division Manager. Unpaid Internships may also be provided, however, the requirement for college credit must still be met. Unpaid Interns must fill out a Volunteer application and have a background check completed by the Human Resources Division.

C. Other Internships.

1. Departments may fund programs for college or graduate students separate from the Internship Program administered by Human Resources. If such students are paid, they will be hired as temporary employees through the Human Resources Department. Unpaid students must fill out a Volunteer application and have a background check completed by the Human Resources Division.

:5 FORMS:

None

:6 COMMITTEE RESPONSIBILITIES:

None

:7 REFERENCE:

City Council Minutes of April 25, 1983, Item 15 (W); amended April 3, 2000, Item 2PPP, amended October 15, 2001. Amended September 15, 2003; re-formatted only April 2004; amended April 21, 2008, Item A4.

:8 EFFECTIVE DATE:

This procedure effective April 3, 2000, amended October 15, 2001; amended September 15, 2003; amended April 21, 2008; amended April 27, 2009.