

Internship Policy

Section 3.1

PURPOSE / PROGRAM OVERVIEW

The City values the contributions made by students of all ages and backgrounds, and seeks to have innovative, results-oriented individuals apply for its Internship Program. The purpose of the Internship Program is not to displace or replace City employees, but rather to provide college, university, or graduate students with the opportunity to gain both academic and practical experience working in local government. These internship opportunities can be paid or unpaid based on each fiscal year budget.

Internships offer a unique and valuable experience for students both academically and professionally. They are designed to provide the participants with the opportunity to apply academic skills to various “real world” assignments within the City and to learn about the City and the exceptional services it provides throughout the community.

The City’s Internship Program offers a variety of internships for undergraduate and graduate college students. The Internship Program places talented students in departments throughout the City that are compatible with their field of study and areas of interest. The experience facilitates the transition from formal education to the work force and gives interns the chance to use the knowledge and skills acquired through their formal education and obtain valuable work experience and exposure to government functions.

To effectively implement this Internship Program, the City has established criteria to identify workplace opportunities for internships. City internships will provide the following:

- An opportunity to integrate academics with the practical and to develop important and transferable workplace skills;
- A chance to network with professional in one’s field of interest and explore career options;
- A structured environment that includes a start and end date, job description, and established qualifications;
- Clearly defined objectives/goals related to the professional goals of the student’s academic career and long-term career goals.
- Supervision by a City employee with expertise and educational and/or professional background in the relevant field;
- Routine feedback from an assigned supervisor; and
- Access to resources, equipment, and facilities provided by the City to support the intern’s educational objectives/goals.

The HR/RM Department is responsible for the recruitment and administration for the Internship Program.

POLICY

In order to qualify for an internship, the candidate must be 18 years old, a student currently enrolled in college, university, or graduate program with a GPA of 2.0 or higher, and interested in learning about careers in government while obtaining related work experience. Candidates must also meet any course requirements for the specific internship program, as outlined in the recruitment announcement. The selected candidate must be able to pass a background investigation and pre-employment physical examination.

Internship classifications shall be developed, budgeted (when applicable), approved, advertised, and maintained in a manner consistent with the procedural requirements related to classifications within the competitive service as provided for in the El Monte Municipal Code and/or City policy.

The Internship Program runs year round. Human Resources/Risk Management will recruit interns based on several factors, including funding (when applicable), availability of designated staff to oversee and mentor assigned intern(s), office/workspace availability and workload or project/program need.

Interns participating in the program will be required to submit copies of their official transcripts and current class schedule to the HR/RM Department for eligibility verification.

Interns are not eligible for benefits or paid leave such as vacation, personal leave, or holidays.

Unpaid leave may be available to interns at the discretion of the intern's assigned supervisor and HR/RM. The intern is required to notify the intern's assigned supervisor of any anticipated leave within as far in advance as possible. If leave is approved, the intern may return to his/her internship provided he/she continues to meet the requirements of the Internship Program (i.e. GPA, enrollment status).

Internships are limited to twenty (20) hours or less per week. Should an intern work more than forty (40) hours in any workweek, they will be paid overtime at the rate of one and one-half their regular hourly rate (when in a paid capacity).

All internship positions are at-will assignments and can be terminated at any time. Interns have no appeal rights.

Interns may not work, as an intern, for more than three (3) consecutive fiscal years for the City.

Interns may attend City-sponsored trainings with prior written approval of the assigned Department Director.

Interns are expected to follow the administrative policies and procedures relative to ethical conduct and will be terminated from the program for reasons including, but not limited to, the following:

- Unexcused or frequent absences or tardiness;
- Violation of City Administrative Policies & Procedures;
- Unprofessional or inappropriate conduct in the workplace;
- Failure to maintain student status at a college or university;
- Failure to perform assigned duties after reasonable training;
- End of assignment;
- Failure to maintain a minimum GPA of 2.0 GPA; and
- City budget limitations.