 Volunteer Intern Process Policy	Citywide Policy Manual Policy #
	Attachments: [list any attachments here]
Effective Date: November 06, 2018	Responsible Department: Administrative Services/Human Resources
Related Policies & Notes: [list any related policies, or notes here]	

Purpose

To establish a policy for the selection and guidance of volunteer interns (non-paid) with the City.

Policy

Internships give students the opportunity to gain valuable applied experience and make connections in professional fields they are considering for career paths; and give the City an opportunity to guide and evaluate talent as well as assist with City operations.

A volunteer internship may provide: a year-round resource of motivated pre-professionals; good candidates to support temporary, seasonal, or busy positions and projects; a method of identifying and training potential future employees; students that bring new ideas, skills, and points of view to old and new problems; an opportunity for supervisory experience to current staff members; and increased diversity.

Volunteer internships may be established in any City department or division, or in support of City Councilmembers; however, there is a maximum of two interns per hiring manager (or Councilmember) permitted at any given time.

Procedure

City departments and Councilmembers who are interested in providing volunteer internship opportunities should write a brief job description, including the typical duties and responsibilities of the position, desired number of hours per week, as well as the duration and location of the internship.

People who are interested in volunteering with the City as an intern, either with a City department or a City Councilmember, must complete an appropriate application form.

The “hiring” department, or in the case of City Councilmembers, the Human Resources Division, will maintain the intern’s file and handle all pre-employment processes associated with having an intern, including:

- Sending intern to be fingerprinted.
- Receiving fingerprint clearance from Human Resources prior to starting work.
- Providing intern with a copy of the Computer Policy and obtaining their signature, if the intern will require network and/or email access.
- Notifying IT for network access upon receipt of the signed computer policy.
- Notifying Facilities if the intern needs a building key card. Interns shall be limited to access during regular business hours and only to the specific area where they are working.
- Retrieving building key cards and returning them to Facilities when the internship is completed.

Interns should be fingerprinted if they will be:

- Using a city computer and/or working in a staff area of a City facility
- Handling cash
- Working with children
- Interns should be TB tested if working with children

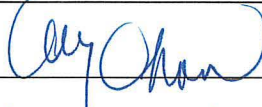
Once an intern is selected, the “hiring” department, or Councilmember should familiarize the intern with the City and department and help him/her acclimate to their new work environment. Many students are unfamiliar with the activities, environment, and objectives of municipal government, so a brief orientation may be very helpful and educational. The sooner the intern understands what the City does and how it operates, the sooner he/she can assume their assigned responsibilities and become active and productive in their assigned role.

Prior to the start of the internship, the department or Councilmember should:

- Establish an agreed upon start date, end date, and work hours/schedule.
- If the student is completing the internship for academic credit, provide assistance with granting credit as needed.
- Set up an organized workspace for the intern; set up phone, computer, email, and any other resources necessary for the intern to fulfill the responsibilities discussed.
- Establish expectations regarding the organization’s dress code.
- Review employer expectations and job description; outline work expectations for the duration of the internship.
- Review and discuss the mission of the organization and how the intern fits into that role.
- Review applicable City policies.
- Establish project timeframes and expectations on how to complete projects.

After the internship period ends, the hiring department should:

- Complete the Department of Justice “No Longer Interested” form, sending a copy to Human Resources and the original to the Department of Justice (address and fax number on the form).
- Notify IT to terminate network access.
- Collect any City ID or key card that has been provided to the intern.

City Manager's signature: 
Date: November 6, 2018

Revisions: