



VILLAGE OF PINECREST INTERNSHIP PROGRAM - POLICY AND PROCEDURES

PURPOSE AND POLICY

Purpose: To define the structure of the Village's Internship Program by establishing guidelines which create a consistent method for the selection, supervision and assignment of interns in consideration of Village resources.

The Internship Program is developed and designed to provide degree seeking students with an opportunity to earn college credit for graduation by providing a broad overview of public administration operations while fully participating in a functioning local government. The program is intended to encourage community involvement in local government and provides opportunities for hands-on experience, guidance and direction to assist the student with future career goals.

INTERNSHIP PROGRAM

The Human Resources Office shall coordinate the internship program. A systematic and consistent process for the collection of information and the placement of interns shall be followed as provided in this section.

A. Recruitment

1. The Internship Program shall be posted on the Village web site where interested parties may obtain information on internship opportunities and download the internship application.
2. Candidates shall be accepted on a first-come, first-served basis and placement is contingent upon availability of vacancies.
3. In order to provide a more valuable and comprehensive experience, the Village shall not have more than two (2) interns at any one time.

B. Qualifications

Interns must meet the minimum qualifications to receive consideration for the program.

1. Candidate must complete and submit the internship application form and provide their drivers license for photocopying for the purpose of identification verification.
2. Candidate must be enrolled in an accredited college/university and enrolled in a public administration program, criminal justice program or related field.
3. Candidate must be in good standing with the college/university.
4. Candidates are subject to a background investigation and placement is contingent upon successful completion of such investigation.
5. Candidate shall provide documentation from the school indicating the need for an internship opportunity. A letter from the school will satisfy this requirement.

C. INTERN ASSIGNMENT

The Village has developed a schedule to meet the needs of the student and that of the Village, therefore, the student will be exposed to all Village departments on a rotation basis depending on the operational needs of the Village.

1. Interns shall first be interviewed by the Human Resources Office for the coordination of the schedule and placement and starting date.
2. The Human Resources Office will coordinate the rotation of the intern based on a pre-determined schedule as outlined in the internship brochure for the Fall/Spring and/or Summer Programs. This schedule is subject to change based on the needs of the intern and the Village.



VILLAGE OF PINECREST INTERNSHIP PROGRAM - POLICY AND PROCEDURES

3. Candidates shall be referred to the department director (or their designee) who will interview the candidate and provide an overview of the departments function and coordinate the intern's assignment.
4. Department directors shall ensure that tasks and responsibilities assigned to the intern provide the intern with a valuable learning experience; therefore, clerical tasks, such as filing, should not be the primary function of the assignment.
5. Department directors (or their designee) supervising the interns shall have the responsibility to inform the candidates of any and all applicable departmental rules and procedures to be followed.
6. All interns shall wear Village-issued identification badges while on assignment at the Village of Pinecrest and at no other times. Identification badges must be turned into the Human Resources Office upon the completion of the assignment.
7. Intern assignments shall be discontinued at any time at the Village's sole discretion with or without notice or cause.
8. Failure of the candidates to abide by the rules, procedures and guidelines of the Village of Pinecrest shall render the assignment terminated. Interns are not eligible for an appeal in the event the assignment is discontinued by the Village as formerly indicated.

D. SUPERVISION OF INTERNS

Interns shall be assigned a supervisor within the department where the individual has been placed.

1. Supervisors shall be responsible for ensuring that interns understand and comply with any applicable Village policies and procedures.
2. Supervisors shall provide the orientation, training, and supervision necessary for the intern to complete the assignment.

E. RISK AND INSURANCE

Interns shall be covered under the Village's Worker's Compensation Program for medical benefits only.

1. In the event that an intern reports an injury sustained while on assignment with the Village, staff shall follow the same procedures that apply to employees of the Village. Upon learning of an injury or accident, a First Report of Injury Form (and all other required forms) shall be completed and staff shall contact the Human Resources Office as soon as practicable. To be eligible for coverage:
 - a. the intern shall be participating in a regular intern assignment and shall have an application on file
 - b. the accident, injury or occupational illness shall have occurred in the course of the duties assigned to the individual

F. COMPLETION OF ASSIGNMENT OR ACTIVITY

1. An intern assignment shall end at the time the project or assignment has been completed or at the time the intern has completed the specific time commitment.
2. An assignment shall also be considered terminated if the intern is unable to complete the assignment.



VILLAGE OF PINECREST INTERNSHIP PROGRAM - POLICY AND PROCEDURES

DISCLAIMER

- a. This policy summarizes the general policies and procedures for the implementation of an internship program for the Village of Pinecrest. Information contained in this or any other Village document, written or verbal, shall not be construed as an employment contract between the Village and any intern, or a guarantee of future or continued employment.
- b. No volunteer, intern, employee, official, or representative of the Village shall have the authority to make any verbal statements of any kind, at any times which are legally binding on the Village of Pinecrest.