# ADMINISTRATIVE PROCEDURES

Procedure Number: 3-22

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C. Dahlberg
County Administrator

SUBJECT: **PIMA COUNTY PROFESSIONAL INTERNSHIP PROGRAMS**

DEPARTMENT RESPONSIBLE: **COUNTY ADMINISTRATOR**

## PURPOSE

The purpose of this procedure is to provide guidelines for Pima County departments seeking to establish internship programs with educational institutions or with individuals who are pursuing a higher education or who have recently graduated from an accredited college or university. These programs may be available in many different areas of the County and must be requested by the Appointing Authority.

## DEFINITION

An internship program is a cooperative venture between Pima County and an educational institution or directly with an individual who is pursuing a higher education or who has recently graduated from an accredited college or university. The intern, as part of his or her educational process or for employment advancement, serves in a work capacity with a County department for a period not to exceed three years. Individuals may work directly in their field of study, gaining valuable experience and professional exposure and developing skills and knowledge that can take them to the next level of their educational or employment track.

This program is intended to further the education and training of the student or intern while assisting in the operating requirements of the County. For cooperative ventures between Pima County and an educational institution, this program may be a part of the student's course work for credit only, or the student may be compensated on an hourly basis by the relevant department. Interns paid on an hourly basis must be placed in the 7010 Senior Clerk-Unclassified classification. Interns hired on an individual basis must be hired as an unclassified employee in either the 7010 Senior Clerk-Unclassified classification or in the 7020 Special Staff Assistant-Unclassified classification, depending on the job duties. Recruitment must follow the Board of Supervisors policy for hiring unclassified employees, unless waived by the County Administrator.

Upon the County Administrator's approval, the Appointing Authority may enter into an agreement with an educational institution for the creation of internships, cooperative education or work-study programs which provide hands-on-training for students and ultimately enhance the County's ability to recruit and retain future qualified applicants. A department may also recruit for an intern or may directly appoint an intern. The County Administrator must expressly approve any appointment for an intern and must also approve an internship that exceeds a three-year period.

## PROCEDURE

1. Appointing Authorities will prepare an Internship Plan Description and submit it to Pima County's Risk Manager for review. The Risk Manager will review the plan for compliance with the County's self-insurance trust requirements. If the plan is not in compliance, the Risk Manager will return the plan to the Appointing Authority with direction on how to meet compliance. If the plan meets trust fund requirements, the Risk Manager will forward the plan to the County Administrator for approval.

   An internship program shall not be implemented without the written approval of the County Administrator. The cooperative venture between the County and an accredited educational institution must be supported by an Intergovernmental Agreement between the two jurisdictions unless excluded in writing by the County Administrator. An individual internship program must be approved by the County Administrator and the intern must be 18 years or older.

   The Internship Plan Description must include: 1) a description and goals of the program, including the name of the joint venture educational institution or the individual intern, when available, 2) all essential job functions the intern will be expected to perform, 3) a description of the work environment, including any potential work hazards, 4) the duration of the program, 5) the hourly wage or salary to be paid to the intern, if applicable, and 6) an overall cost estimate of the program by line item, again if applicable.

2. Internship program administrative requirements, objectives and goals shall be clearly defined and agreed upon by the Appointing Authority and the Administrator of the educational institution, when applicable.

4. The department is responsible for screening the intern prior to accepting him or her into an internship program. The assessment should be made based on the intern's level of interest and ability to perform the job responsibilities. The Appointing Authority shall have the right to reject an intern whom he or she believes lacks the appropriate level of interest or the ability to perform the assignment.

5. When the internship program requires the intern to be compensated, the intern shall be hired as an unclassified employee and placed in the U1 open salary range in the 7020-Special Staff Assistant-Unclassified classification if the duties of the internship are exempt in nature. Otherwise, if the duties are non-exempt the intern shall be placed in the 7010 Senior Clerk-Unclassified classification.

6. The hiring of Engineering Interns, classification code 2311 and Architect Interns, classification code 2747, are exempt from this Administrative Procedure. Engineering and Architect Interns shall be recruited in accordance with the Pima County Merit System Rules. Internship positions in these classifications are filled as intermittent appointments and are therefore paid on an hourly basis.

7. When applicable, the department is responsible for providing feedback on the progress and any problems encountered by the intern to the school's administrator at every stage of the internship program, as identified in the initial plan.

8. The County's policies preventing sexual or other workplace harassment and workplace violence apply to interns. The department is responsible for monitoring compliance with

these policies and to maintain a work environment free of sexual and workplace harassment and workplace violence for employees and interns. Once the internship begins, interns are to receive training by the department's Personnel Representative on what is expected of them in this regard and report instances of sexual or other workplace harassment and/or instances of workplace violence.

9. While serving as an intern, individuals are required to comply with Personnel Policies 8-104, 8-109, 8-119, and 8-123.A., among other applicable rules and policies. The department Personnel Representative is responsible for reviewing this information with the intern and providing the intern with written copies of the policies. Failure of the intern to comply with any of the rules and policies referenced in this Administrative Procedure or other applicable County rules and policies shall result in the termination of the internship.