Policy 0518

From Human Resources

Revision as of 16:21, 24 December 2009 by Uballr1 (Talk | contribs)
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PERSONNEL POLICY MANUAL
MoDOT Personnel Policy Title: Internship Program **Policy Number**: 0518 **Chapter Title**: Employment **Effective Date**: December 1, 2009 **Supersedes Policy Number**: 0518 **Dated**: September 1, 2008
Approved By: Micki Knudsen, Human Resources Director (Signature on file)

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POLICY STATEMENT

The Internship Program will provide students with an opportunity to gain meaningful work experience in a business environment, while providing the department with assistance on special projects through the use of well educated, enthusiastic, motivated students who are potential full-time employees.

DEFINITIONS

Intern: A wage employee, who is enrolled in an accredited university with a specified amount of credit hours and majoring in a specified field of study.

Internship Coordinator: A Human Resources Division representative who is responsible for the overall coordination of the Internship Program.

Summer Employment Participant: An hourly wage employee who is generally employed by the department during the months of June, July, and August who does not work as an intern.

Unpaid Intern: A non-wage student worker who is enrolled in an accredited college or university with a specified amount of credit hours and majoring in a specified field of study, who receives practical learning opportunities.

PROVISIONS/RESTRICTIONS

Internship Program

1. Interns will not count against target staffing levels; however, the associated wages are charged against a district's/division's/office's personal service budget. Therefore, districts/divisions/offices should consider their available personal services budget when determining whether to hire interns. The internship coordinator will contact each district/division/office to determine intern/summer employment needs prior to each internship recruitment period.

2. It is imperative that interns receive both productive assignments and progressive training. Great care should be taken by supervisors to assign tasks that will meet the objectives of the Internship Program.

3. Annually, prior to selection and interview of intern candidates, the internship coordinator will update the Internship Program guidelines including:

A. Eligibility requirements for each internship category.

B. Wage rates.

All participants must maintain at least an overall GPA of 2.0 out of 4.0 or its equivalent to be accepted into and/or remain in the Internship Program.

4. The period of employment for interns and summer employees is normally the summer break for college students. Interns may be employed during the break between the fall and winter semesters and periodically throughout the year. The wage rate for interns employed during these breaks will be the same rate as interns were paid the previous summer. Interns are not eligible for performance increases; however, when new intern wage guidelines are released, an intern's wage rate may be adjusted according to the new guidelines.

5. Hiring supervisors should comply with the guidelines in Personnel Policy 0505, "Equal Employment Opportunity," in the selection of intern/summer employment candidates and review internship applications in the same manner as regular salaried employment (i.e., relatives working for the department, correct wage rate, eligibility to work in the United States, etc.). Refer to Personnel Policy 0517, "Staffing of Department Vacancies with External Candidates."

Summer Employment Program

1. The summer employment program usually consists of undergraduate college students not eligible for the Internship Program and/or high school graduates accepted for fall enrollment in college. The summer employment assignments are those not directly related to the intern curriculum (i.e., clerk, summer maintenance laborer, etc.).

2. Advanced civil engineering (CE) students (30 semester hours or more) and non-CE college students may be employed in the summer employment program if there are no intern positions available or if they prefer a summer employment position.

3. Summer employees hired in maintenance will not normally be required to have a commercial driver's license (CDL). Those attaining a CDL at the department's request during summer employment will be reimbursed for the entire cost of the CDL as outlined in Personnel Policy 0510, "Commercial Drivers License."

Unpaid Internship

1. Unpaid interns will not count against target staffing levels or charged against a district's/division's/office's personal service budget.

2. It is imperative that unpaid interns receive both productive assignments and progressive trainings. Supervisors must ensure all assigned tasks meet the objectives of the program.

3. District/division/office supervisors must contact the internship coordinator to specify the need for an unpaid intern. The internship coordinator will then work with the Chief Counsel's Office to finalize the agreement.

4. Participants in the unpaid internship program are required to sign the Unpaid Intern Agreement form. Within the agreement, it must list dates of employment, job title, and primary job duties.

All participants must maintain an overall GPA of at least 2.0 out of 4.0 or its equivalent to be accepted into and/or remain in the program.

CROSS REFERENCES

Personnel Policy 0505, "Equal Employment Opportunity"

Personnel Policy 0510, "Commercial Driver's License"

Personnel Policy 0517, "Staffing of Department Vacancies with External Candidates"

Personnel Policy 2508, "Drug Testing Program"

Risk Management On-Line Manual, Section1.5, "Safety Footwear Policy" (http://lnapp1/RI/RIManual.NSF/2cfd1a8d7c4213d7862562d900795ea7/1fa4b68fc23d393a862574950045ea95?OpenDocument)

FORMS

P-1, Application for Employment (https://www3.modot.mo.gov/Application.nsf/Application?OpenForm)

Unpaid Intern Agreement form can be accessed on the Chief Counsel's Office intranet site under "Contracts"

PROCEDURES

0518, "Internship Program"

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