Policy 0518

From Human Resources

Revision as of 18:04, 19 June 2015 by Luebbm1 (Talk | contribs)
(diff) ←Older revision | Current revision (diff) | Newer revision→ (diff)

PERSONNEL POLICY MANUAL
MoDOT Personnel Policy Title: Internship Program **Policy Number**: 0518 **Chapter Title**: Employment **Effective Date**: June 1, 2013 **Supersedes Policy Number**: 0518 **Dated**: December 1, 2009
Approved By: Micki Knudsen, Human Resources Director (Signature on file)

Contents

- 1 POLICY STATEMENT
- 2 DEFINITIONS
- 3 PROVISIONS / RESTRICTIONS
- 4 CROSS REFERENCES
- 5 FORM
- 6 PROCEDURE

POLICY STATEMENT

The Internship Program provides educated, motivated students with an opportunity to gain meaningful work experience in a business environment while providing the department with assistance on projects.

DEFINITIONS

Intern: An hourly wage employee who is enrolled in an accredited university with a minimum of 30 credit hours and majoring in a specified field of study. Students can work throughout the year, but cannot exceed 1,040 hours in a 12-month period.

Summer Employee Participant: A non-intern, 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 minimum of 30 credit hours and majoring in a specified field of study.

Internship Coordinator (IC): An Equal Opportunity and Diversity Division (EODD) representative who is responsible for the overall coordination of the Internship Program.

PROVISIONS / RESTRICTIONS

Paid Internships

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 IC will contact each district/division/office to determine intern 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, the IC will update the Internship Program Guidelines including:

   A. Eligibility requirements for each internship category.

   B. Wage rates.

4. Supervisors should meet with interns at the beginning of the internship to clarify performance expectations and duties.

5. 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.

6. The period of employment for interns is normally the summer break for college students. Interns may also be employed during the school break between the fall and winter semesters and/or throughout the year, not to exceed 1,040 hours in a 12-month period. Interns are not eligible for performance increases; however, as outlined in the Internship Program Guidelines, an intern's wage rate may be adjusted according to the new guidelines as might be provided by the Human Resources Division (HR).

7. The IC can assist in recruiting and interviewing students in order to develop a diverse applicant pool of qualified students. Hiring supervisors should utilize the applicant pool provided to select interns and comply with the guidelines in Personnel Policy 0505, "Equal Employment Opportunity." The selection and review of internship applications should be done in the same manner as regular salaried employment candidates (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."

Unpaid Internships

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 IC to specify the needs for an unpaid intern. The IC 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. The agreement 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.

Summer Employment (Non-Intern) Program

1. The summer employment program usually consists of undergraduate college students who are not eligible for the Internship Program because they do not meet internship eligibility guidelines 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. 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 Driver's License."

CROSS REFERENCES

Personnel Policy 0505, "Equal Employment Opportunity"

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

[Internship Program Guidelines (0518) (http://sharepoint/facilitation/HR/hremployment/Employment%20Document%20Library/Employment/Summer%20Internship%20Guidelines%20-%202015.pdf)]

FORM

HR-06 Unpaid Intern Agreement Form (0518) (http://wwwi/intranet/cc/contracts/HR/HR06%20%20Unpaid%20Intern%20Agreement.doc)

PROCEDURE

0518, "Internship Program"

Retrieved from "http://hr.modot.mo.gov/index.php/Policy_0518"