MEMORANDUM

To: Mayor and City Councilors

From: Rich Olson, City Manager
Angela Cole, Assistant to the City Manager

Date: July 5, 2016

Re: Discussion/Consideration – Addendum to the City of Elizabeth City Personnel Policy Manual to Insert an Internship Program Policy

BACKGROUND:

During the January 21-22, 2016 Retreat of the City Council, the attending members discussed and deliberated prior years' goals and established an updated list of Goals and Objectives for the City of Elizabeth City. The adopted Goals & Objectives for 2016-2017 include the development and adoption of a structured internship policy.

Additionally, during the April 18, 2016 meeting, staff presented to Council the proposed General Fund portion of the FY2016-17 Budget. The budget includes $16,000 so as to fund the equivalent of four (4) paid internships.

ANALYSIS:

Staff has developed an Internship Program Policy that will be folded into the existing City of Elizabeth City Personnel Policy, Section I, VI Conditions of Employment, adding a new subsection 12.0 Internship Program. The policy contains seven divisions – a purpose statement, the general policy, the City of Elizabeth City as an Equal Opportunity Employer, the application process, requirements of the internship, responsibilities of the intern and the City, and record retention. Staff developed the guidelines of the program around the existing, albeit less formal, City of Elizabeth City internship experience, as well as the labor attorney-approved Memorandum of Understanding executed with each student intern.

Although student interns are not considered enduring City of Elizabeth City employees, staff believes the best location for this formal policy is within the Personnel Policy manual.

COUNCIL GOAL & OBJECTIVE:

This agenda item targets Council Goal No. 3 *Strengthen Inter-governmental Relationships, including Institutes of Higher Education,* Objective C *Develop a Pilot Internship Program*.

STAFF RECOMMENDATION:

Staff seeks comment and direction from the City Council on the proposed addendum to the City of Elizabeth City Personnel Policy regarding the Internship Program.

ADDENDUM TO THE CITY OF ELIZABETH CITY PERSONNEL POLICY

SECTION I

VI. CONDITIONS OF EMPLOYMENT

12.0 Internship Program

A. Purpose

To establish departmental procedures for the application process, selection process, guidance, and assignment of work for City of Elizabeth City interns.

B. Policy

In order to enhance the quality of those entering the varied professions found in public administration of local government and to assist in the City of Elizabeth City recruitment efforts, the City of Elizabeth City will actively participate in an internship program for college students who are planning careers in various professional fields, including but not limited to: public administration, public finance and budgeting, criminal justice and forensic science, fire safety, human resource and risk management, park and recreation management, physical fitness, planning and economic development, information technology, and public utility. The City of Elizabeth City's internship program will be made available to students participating in an associate, bachelor, or master degree academic program established by a university or college, as well as students who are rising seniors within the Elizabeth City-Pasquotank Public School system. All fields of academic discipline that are applicable to the work done at the City of Elizabeth City will be considered. To be eligible for the internship program, a student must be enrolled in an accredited school at the time of the internship and such internship must be required by the intern's academic institution as a requirement for graduation.

While specific activities may vary from one department placement to another, individual students have individual learning needs, and specific work settings offer unique learning opportunities, the objectives for all student internship placements are as follows, but not limited to:

1. To have learning experiences which are not typically available in the classroom, but which are essential for sound training to work in local government;
2. To be able to test the validity and applicability of classroom learning, and thus to develop their own professional points of view;
3. To develop and refine operational skills, to gain relevant experience, and to enhance professional self-confidence as public employees and administrators.
4. To make a civil service contribution during the course of their internship, which will not only be useful to the Affiliate, but also will sharpen their administrative and/or analytic skills; and
5. To develop an agenda for subsequent learning.

C. The City of Elizabeth City is an Equal Opportunity Employer.

The parties agree to comply with Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, Executive Order 11,246 and the related regulations to each. Each party assures that it will not discriminate against any individual including, but not limited to employees or applicants for employment and/or students, because of race, religion, creed, color, sex, age, handicap, veteran status, or national origin.

D. Application

1. Students will submit an application to the City of Elizabeth City for admission to the internship program.
    a. Applications will be available online on the City of Elizabeth City website and may be requested verbally or in writing from the Human Resource Department.
    b. The internship policy and requirements, as well as details of the selection process will be maintained on the City of Elizabeth City website or from the Human Resource Department.
    c. There will be a "rolling" deadline for applications. Contact the City of Elizabeth City Human Resource Department for an exact due date.
    d. Applications will be returned to the City of Elizabeth City Human Resource Department Internship Coordinator.
2. The internship program selection process will be conducted as follows:
    a. The City of Elizabeth City Human Resource Internship Coordinator will review all submitted applications. The applicants will be evaluated on their availability to work, their field of study, if internship is a requirement of graduation, and the projected graduation date.
    b. A preliminary background investigation to include criminal record checks and driving record checks will be completed on intern applicants.
    c. Applicants will be screened and selected applicants will be notified of an interview date and time. Applicants not selected will be notified. An interview will be conducted with the prospective department representative.
    d. Interview results will be presented to the City of Elizabeth City Internship Coordinator and the Director for review. Qualified intern applicants will be selected for a more in-depth background investigation. All remaining applicants will be notified.
    e. A background investigation will be conducted and may include:
        i. Contact with current or former employers;

ii. Contact with any listed references and any developed references;

iii. Contact with family members, friends, relatives, or acquaintances;

iv. The disclosure of information on any social media sites hosted, used, or frequented by the applicant; and/or

v. Any other information determined to be necessary by the assigned background investigator, the City of Elizabeth City Internship Coordinator, or the Director.

f. If a criminal background check is required by the City of Elizabeth City, the City of Elizabeth City shall notify the student of this requirement as soon as the requirement is known. The prospective intern will be informed that the background check must be completed and the results provided to the City of Elizabeth City prior to internship participation. It shall be the student's responsibility to make timely arrangements for the background check and to pay all costs associated with such background check. It shall be the responsibility of the City of Elizabeth City to evaluate the results of the background check. If the City of Elizabeth City determines a student shall not participate in the program, the City of Elizabeth City shall so notify the student and the Institution.

g. Background investigation summaries will be evaluated to the same extent as entry level City of Elizabeth City employees for the purpose of successful completion. Applicants failing to comply with requests for background information as deemed necessary during the background investigation or providing such information in a timely manner will be excluded from further consideration for the program.

h. Applicants successfully completing the background investigation will be notified and provided a City of Elizabeth City Internship Program Memorandum of Understanding to be signed by the applicant, an authorized City of Elizabeth City representative, and an authorized school official.

i. Upon receipt of the City of Elizabeth City Internship Program Memorandum of Understanding, a start date will be coordinated.

3. There will be no more than the equivalent of four (4) paid internships per semester.

E. Requirements

1. All applicants must be 17 years of age prior to beginning the internship program.

2. A criminal history check and a driving history check will be done prior to acceptance into the internship program. Felony convictions are an automatic disqualifier from the program.

3. All interns accepted into the program are subject to being fingerprinted and their information submitted for a State and Federal criminal background check. If a criminal background check is required by the City of Elizabeth City, the City of Elizabeth City shall notify the student of this requirement as soon as the

requirement is known. The prospective intern will be informed that the background check must be completed and the results provided to the City of Elizabeth City prior to internship participation. It shall be the student's responsibility to make timely arrangements for the background check and to pay all costs associated with such background check. It shall be the responsibility of the City of Elizabeth City to evaluate the results of the background check. If the City of Elizabeth City determines a student shall not participate in the program, the City of Elizabeth City shall so notify the student and the Institution.

4. Interns will be required to work a minimum of 120 hours to complete the program. The intern's school may require additional hours. The intern will complete a weekly time sheet and submit it to their Administrative Staff Designee (department supervisor) and then the City of Elizabeth City Internship Coordinator.
5. Interns are required to work entire shifts as determined by the department or division they are assigned to on a particular work day.
6. Interns represent the City of Elizabeth City during the internship and must abide by the policy and procedures and rules of conduct of the City of Elizabeth City to include on and off-duty conduct. Interns will receive an orientation regarding the City of Elizabeth City policy and procedures upon beginning the internship. Violations of the City of Elizabeth City policy and procedures and rules of conduct are grounds for dismissal from the internship program. The faculty intern coordinator for the educational institution attended by the intern will be notified of any dismissal from the internship program.
7. With the exception to those listed in the City of Elizabeth City Internship Program Memorandum of Understanding, interns are afforded no additional rights or protections and may be dismissed for any violation of City of Elizabeth City policies or procedures or law. Interns dismissed are afforded no grievance or appeal processes for a dismissal.
8. Interns will not participate in any procedure or policy authorization, enforcement action or evidence analysis done by a City of Elizabeth City employee. At no time will an intern become involved in the chain of custody of any money, evidence or allowed unsupervised access to areas where confidential documents and/or evidence is stored. Interns working at the City of Elizabeth City and assigned to the Human Resource Department functions may access City of Elizabeth City records during the performance of their duties. Human Resource Department personnel shall actively supervise any interns accessing City of Elizabeth City records.
9. Interns are subject to the City of Elizabeth City Internship Dress Code and must maintain appropriate professional business attire. The following are examples of clothing not acceptable to wear:
    a. Denim jeans in office environments, except on Casual Friday
    b. Shorts, unhemmed and/or more than two inches above the knee
    c. Collarless t-shirts that include oversized logo or slogans

d. Flip-flops/Sandals, accept on Casual Friday

e. Halter-tops

f. Jewelry such as nose studs/rings, tongue studs, etc.

g. Eccentric hair colors or styles

h. Tattoos must be covered at all times during internship assignments

10. Interns working with the City of Elizabeth City may be exposed to personnel, criminal justice, or other sensitive information by virtue of their respective assignments. Interns are required to adhere to all City of Elizabeth City policies and all applicable laws regarding the confidentiality of information they may be exposed to during the internship.

11. Any intern violating the City of Elizabeth City confidentiality policies or procedures will be immediately dismissed from the internship program.

12. Interns will notify the City of Elizabeth City Internship Coordinator of any expectations or requirements that his/her school has of the internship prior to accepting admission.

F. Responsibilities

1. The City of Elizabeth City Internship Coordinator will schedule all intern work assignments. Work is scheduled throughout the respective department assigned to ensure exposure to all aspects of the City of Elizabeth City's mission.

2. A City of Elizabeth City employee will be assigned to oversee each intern assignment.

3. The intern shall adhere to OSHA guidelines reference to infection control protocol (e.g. hardhat, boots, gloves, mask, etc.).

4. The City shall provide emergency medical treatment to students, if applicable, and if needed for illness or injuries suffered during internship experience. Such treatment shall be at the expense of the individual treated.

5. The City of Elizabeth City will not be responsible for the assignment of grades or academic credit given to an intern. The City of Elizabeth City Internship Coordinator shall maintain the responsibility for completing any intern evaluations required by the educational institution.

6. The intern and his/her academic faculty sponsor will be responsible for meeting the education objectives of the internship.

7. The City of Elizabeth City Internship Coordinator will notify the Director upon the successful completion of the internship by the intern. A certificate of completion will be issued to the intern upon the completion of the program.

8. Each party shall comply with all federal, state and municipal laws, advice, rules, and regulations which are applicable to the performance of this agreement.

9. Interns shall be treated as trainees who have no expectation of receiving compensation or guaranteed future employment from the Affiliate or the Institution unless approved in the City's budget by City Council.

G. Records

1. All current applications and records on interns will be kept on file in the office of the City of Elizabeth City Human Resources Internship Coordinator. The confidentiality of student personnel records shall be maintained at all times.
2. Upon completion of the program an intern's application and other records will be purged from the City of Elizabeth City files.
3. A permanent log will be maintained listing the intern's name, educational institution that the intern represents, dates of internship, number of hours completed, and if given, a certificate of completion.