



LAKE COUNTY
BOARD OF COUNTY COMMISSIONERS
County Procedure

Title: INTERNSHIP PROGRAM

Number: ES-3.03.08
Approved: October 12, 2012
Cancels: Internship Program
ES-3.03.08 dated
April 25, 2012
Originator: Human Resources
Review: October 12, 2017

I. PURPOSE AND SCOPE

The purpose of this procedure is to offer internships in an effort to provide college students from a wide variety of educational disciplines the opportunity to apply traditional academic classroom learning to actual work experience. The internship program shall be conducted in accordance with all applicable policies and procedures, including Section 3.1 Equal Employment Opportunity, of the Lake County Board of County Commissioners' (County) Employment Policies Manual dated October 1, 2011. The Human Resources Department (Human Resources) is responsible for coordinating the overall internship process.

High School students are not eligible to participate in this Internship Program and therefore are not covered under this Procedure. Please contact Human Resources for guidance on other opportunities that may be available to high school students.

II. REFERENCES

- A. Fair Labor Standards Act (FLSA)
- B. Employment Polices Manual, 10/1/11, 3.1 Equal Employment Opportunity
- C. Employment Polices Manual, 10/1/11, 3.3 Employee Status
- D. Types of Work Status Procedure ES-3.03.01
- E. Recruitment Procedure ES-3.01.01

III. DEFINITIONS

- A. Internship: A supervised work/learning experience that exposes a college student to professional/technical responsibilities in a career field of interest. An internship may be formalized short-term, non-continuous project assignments designed to tie into the student's curriculum for school credit, as well as less formalized assignments that enhance education and career exposure without being tied to a curriculum requirement. The student must be enrolled in, or a recent graduate from, an accredited educational institution such as a university, college, or technical school.
- B. Paid Internship: A paid internship is considered a temporary at-will position, and the respective Department shall have the appropriate budget to incur the fiscal impact. Paid internship opportunities shall have prior approval of the County Manager.
- C. Unpaid Internship: College students working as unpaid interns will be coordinated through the County's Volunteer Services program. An unpaid internship in the public sector is permissible per the U.S. Department of Labor, who has set forth the following guidelines to assist in complying with the law:
- The internship, even though it includes actual operation of County facilities, is similar to training that would be given in an educational environment;
 - The internship experience is for the benefit of the intern;
 - The intern does not displace regular County employees, but works under close supervision of existing staff;
 - The County derives no immediate advantage from the activities of the intern, and on occasion its operations may actually be impeded;
 - The intern is not necessarily entitled to a job at the conclusion of the internship, and
 - The County and intern understand that the intern is not entitled to wages for the time spent in the internship.

IV. PROCEDURES

A. Internship Criteria

1. Departments considering an intern need to be able to devote a reasonable amount of time to the intern's individual training and create a developmental plan, usually done in conjunction with the educational institution staff. All student interns should be provided with ongoing feedback on how well they are meeting the goals and expectations of their internship.
2. An intern cannot displace a regular employee. Interns are not considered employees of the County and are not eligible to receive any benefits, except those mandated by law. The County makes no promise of employment to interns at the conclusion of the internship.

3. The length of the student internship will be pre-defined and usually last only one (1) semester. Paid student interns are limited to a maximum of up to six (6) months.
4. Educational institutions that provide student interns usually have contractual requirements. Human Resources will coordinate the review and approval of all contracts with all local university, college, or technical schools and maintain a list of contracts.

B. Recruitment of Interns

1. Unpaid Interns - Request for unpaid interns shall be made through the County's Volunteer Services process. Unpaid interns will be required to complete a Volunteer Application form and Volunteer processing including any applicable driving record and background check.
2. Paid Interns - Requests for paid interns shall be made using the "Request to Fill" form. The Department's ability to use paid interns will be based on their internal budget constraints. These requests shall be made to Human Resources. Human Resources will coordinate recruitment in accordance with applicable regulations and policies, which may include advertising the vacancy on the County website or recruiting through the education institutions' intern/career service office. Those interested in applying for a paid internship will be required to complete a County Employment Application. Human Resources will conduct reference and background checks of the selected intern, not limited to educational, driving record, statewide and national criminal background check.

C. Post Placement

After the intern has been placed, the Department will abide by any of the requirements from the respective technical school, college, or university. These various entities may have different and specific reporting/feedback criteria.

All interns will be required to adhere to all applicable policies and procedures of the County.

V. RESERVATION OF AUTHORITY

The authority to issue or revise this Procedure is reserved to the County Manager. The County Manager may authorize exceptions to this procedure when deemed appropriate.



David C. Heath
County Manager
Lake County