



## ADMINISTRATIVE PROCEDURE

**SUBJECT: STUDENT INTERN PROGRAM**

**NO. HR 3.0 AP 2**

**EFFECTIVE: 07/01/98**

**REVISED: 08/20/08**

**APPROVED:** \_\_\_\_\_

**George K. Noe, City Manager**

**DATE:** \_\_\_\_\_

*8/28/08*

### **I. PURPOSE**

The purpose of this procedure is to provide the guidelines for the Student Intern Program.

The Student Intern Program provides opportunities for students to obtain on-the-job training and work experience while providing the City of Corpus Christi with additional resources for performance of specific one-time projects and/or other tasks, and to assist in meeting organizational seasonal staffing needs.

### **II. SCOPE**

This procedure applies to all Intern opportunities.

### **III. DEFINITION**

A paid Student Intern Program temporary assignment is for a fixed term, or to perform a specific task, has no Civil Service status under Civil Service Board Rules and Regulations, and may be terminated at will at any time during the temporary period of employment.

### **IV. ELIGIBILITY**

Participants in the program must be at least eighteen (18) years of age.

College students in vocational/technical, undergraduate, and graduate degree programs are eligible.

The vocational/technical and/or undergraduate student must provide documentation of enrollment in classes and successful completion with a minimum grade of "C" within the twelve (12) month period of the date of application to the City's Student Intern Program. Graduate students (in a Master's Program), must provide documentation of enrollment in classes and successful completion with a minimum grade of "B".

Intern assignments are contingent upon the student successfully completing all post-offer clearance processing, as per HR 2.0 Recruitment & Selection.

## **V. PROCEDURES**

Department will request a Temporary Student Intern by providing a written memorandum which states if recruitment will be required. to the Assistant City Manager, or designee, which requests either (1) an over-budget hiring approval for the internship; or (2) to hire the intern "in lieu of" another identified vacant position within the department. Costs of designated Intern positions will be paid out of the department's Salary Expenditure Code Account. Certification of existing funds by the Director of Management & Budget and approval by the City Manager, or designee, are required.

A job description must be developed to be used in the designation of a classification and grade level from the City's compensation and classification plan which most closely corresponds to the functions to be performed, and the complexity and responsibility of the assignment. Temporary employees are paid on an hourly rate basis in compliance with the compensation and classification plan.

If there are more than one minimally qualified students who have initiated inquiries for participation in the same department under the City's Intern Program, a selection process will be required.

The student must complete the City's online job application and provide a college transcript or other acceptable documentation which verifies his/her attendance and successful completion of course work within 12 months of application.

Student must meet the minimum qualifications of the job description for the Intern assignment.

Initial temporary assignments to non-managerial positions which are scheduled to last one semester will require the approval of the department Director, or designee. The City Manager, or designee, must approve (1) extensions of the initial temporary assignment beyond the first semester; (2) requests for one or more additional extensions; and (3) managerial internships.

Interns will be required to attend New Employee Orientation on their first day of employment.

Upon completion of the internship, the applicable department Director, or designee, will complete any evaluations and assessments required by the student's educational organization. A copy will be submitted to the Director of Human Resources, or designee, for inclusion in the student/employee's personnel file.

## **VI. BENEFIT ELIGIBILITY**

Student Interns Program participants are temporary employees, and are not eligible for benefits.

## **VII. QUESTIONS REGARDING THIS PROCEDURE**

Questions regarding this procedure shall be directed to the Director of Human Resources, or designee, who may be contacted at 361-826-3315.