



**Administrative Regulations
Office of the Mayor**

Title: CITY INTERNSHIP PROGRAM

A.R. Number: 7.5 **Effective Date:** 2/1/2007 **Page:** 1 of 4

Supersedes: City Internship Program **A.R.:** 5.13 **DATED:** 9/1/2004

I. PURPOSE

The City of Richmond is dedicated to creating opportunities for the growth and development of today's students. The College Internship Program (CIP) is intended to create a professional environment by which college-level students will have an opportunity to gain meaningful work experience as they prepare to enter the workforce. As such, this policy outlines the guidelines of the CIP and the process to be followed when hiring interns.

II. POLICY AND PROCEDURES

The CIP Program is administered by the Department of Human Resources and collaboratively coordinated with individual agencies. The CIP Program serves to enrich the student's knowledge through hands-on experience available within the specific department for which they apply. The CIP Program also serves to benefit the City through the intern's knowledge, skills and abilities.

The CIP Program is funded through the Department of Human Resources and is available to all City agencies. As an Equal Opportunity Employer (EEO), the hiring and recruitment process for the CIP Program will be carried out in compliance with all EEO guidelines, in accordance with the City's Recruitment policy (Personnel Rules, Section III – Recruitment, Certification and Employment), and any other guideline or directive as outlined within this policy or communicated by the Department of Human Resources. Any agency electing to, based upon departmental funding, independently select and hire a college intern for their agency, must adhere to all policies and procedures as outlined within this policy and may be subject to review at the discretion of the Director of Human Resources.

The scope of work, salary, work hours, terms of the assignment, and reporting supervisor will be determined prior to the assignment. All intern assignments are temporary in nature and can be renewed each semester, based upon available funding, and if the intern remains in good academic standing and is currently enrolled at a college or university. The intern assignment should not exceed five (5) academic years or thirty (30) college semesters.

In certain mutually beneficial situations and upon the agreement of the intern and the agencies involved, an intern may be temporarily assigned to another agency. The agencies are required to notify the CIP Program Coordinator in the Department of Human Resources prior to making any changes to the Intern assignment that are greater than five (5) workdays. In the event that it is decided that the intern should be permanently transferred to another agency, the transferring agencies must confer with the CIP Program Coordinator prior to making such decisions.

A. CIP Requirements

To be classified as an intern in this program, each of the following criteria **must** be met:

1. The student must be currently enrolled in an undergraduate or graduate degree program, be in good academic standing (as defined below), and be registered for courses during the internship period. Summer interns do not have to be enrolled in summer school, but must be enrolled for the upcoming Fall semester.
2. Interns who are returning for another semester must have the Academic Advisor or Career Counselor complete the Educational Update Form. Any absence for more than thirty (30) consecutive days will require a pre-employment drug screening prior to being re-hired.
3. After graduating from a degree program, the student no longer qualifies for an internship with this program unless they intend to enter into another degree program as evidenced by current enrollment records.



**Administrative Regulations
Office of the Mayor**

Title: CITY INTERNSHIP PROGRAM

A.R. Number: 7.5 **Effective Date:** 2/1/2007 **Page:** 2 of 4

Supersedes: City Internship Program **A.R.:** 5.13 **DATED:** 9/1/2004

4. Students must complete and submit a Student Internship Application to the Department of Human Resources CIP Program Coordinator. In addition, an official college transcript and approval from the Academic Advisor or a Career Development Counselor must be submitted with the application.
5. Students must be lawfully authorized to work in the United States and are required to present proof of such eligibility prior to beginning work.
6. Undergraduate students must have completed the freshman year and have a 2.0 overall grade point average.
7. Graduate students must have completed 6 credit hours and have a 3.0 overall grade point average.

B. General Guidelines

1. During the academic year, September to May, interns will be assigned to work part-time hours only. During the summer, May to August, interns may be assigned to work either full-time or part-time hours.
2. Positions filled by an intern who the Department intends to re-hire need not be re-advertised.
3. The intern salary structure will be reviewed annually. The prevailing rate will be determined based upon economy standards and will be made effective each July 1st as determined and approved by the Director of Human Resources. Depending upon budget approval, the rate may or may not change each fiscal year.
4. The intern's actual salary will be determined based on the educational level and prior work-related experience and will be at the discretion of the Director of Human Resources.
5. Any intern hired in a technical field, such as Engineering or Information Technology, will be offered a higher pay rate of pay not to exceed the next highest intern salary rate (i.e., the undergraduate rate cannot be adjusted to exceed the graduate rate). This rate determination will be made on a case by case basis and will be based upon years of education and/or actual work experience, if any.
6. Interns are hourly paid employees in temporary positions and are eligible for benefits of temporary employees (holidays, pro-rated sick leave, civil leave, funeral leave, and military leave). Normal payroll procedures apply.
7. Any agencies desiring to independently hire an intern, must still submit a copy of the work plan to the CIP Coordinator. The position will be listed as an intern vacancy and advertised through normal advertising procedures. The name of the intern, the assignment, and the hire date will be submitted to the CIP Coordinator for tracking purposes. The salary for the intern will be determined by the agency but it is recommended that the salary be consisted with the salary procedures as outlined for other interns to ensure pay equity.

C. The Application Process

1. Applications are accepted for advertised positions only.
2. Applicant reviews internship requirements and determines for which position to apply.
3. Applicant submits completed application and current official transcripts to the Department of Human Resources CIP Program Coordinator. Resumes will not be accepted in lieu of completed application, but may be included for supplemental information.
4. Internship Applications will be accepted Monday-Friday, 8:00 a.m. to 5:00 p.m., except holidays, and must be received by the end of the business day on the closing date indicated for each position. Any application that is received incomplete or after the closing date will not be processed.
5. The hiring agency will review the applications to determine which candidates meet the stated qualifications.
6. If the qualifications are met, the applicant will be contacted for an interview.
7. Interviews are set up and conducted by the hiring agency.



Administrative Regulations
Office of the Mayor

Title: CITY INTERNSHIP PROGRAM

A.R. Number: 7.5 **Effective Date:** 2/1/2007 **Page:** 3 of 4

Supersedes: City Internship Program **A.R.:** 5.13 **DATED:** 9/1/2004

8. As determined after the interview process, a candidate is selected, Once selected, the candidate is required to take a pre-employment physical to include a substance abuse test prior to actual employment.
9. A background investigation may be required depending on the nature of the work. This determination will be at the discretion of the hiring agency.
10. Once the candidate is hired, all other applicants are notified in writing that a selection has been made.

III. RESPONSIBILITIES

A. Responsibilities of Agencies Before Hiring

1. The agency must complete a work request that includes the position number, job description, length of the assignment, and other relevant information. If the agency does not have an appropriate (Intern) position number available, they must create one through normal procedures.
2. The agency will need to assign a mentor to coordinate work assignments and to supervise any assigned Intern.
3. The agency is asked to screen, interview, and hire applicants.

B. Responsibilities of Agencies After Hiring

1. The intern's mentor will provide the Intern with an orientation to the overall structure, vision and mission of the agency.
2. The intern's mentor must review and discuss the job tasks, assignments, and the expected standards of performance.
3. A mutual agreement is expected to be reached on what in particular the intern wants to experience and learn and the capability of the agency to fulfill the intern's request.
4. The intern's mentor is expected to have regular discussions with the Intern to continually encourage learning, provide coaching and give feedback on performance. The intent is to make the experience beneficial to both parties.
5. The agency mentor will complete any documentation requested from the intern's school during the internship.
6. Should the intern or the mentor wish to discontinue the assignment before the scheduled time, a Notice of Separation form must be completed and sent to the Department of Human Resources CIP Coordinator.
7. At the conclusion of the intern period, the agency mentor will evaluate the performance of the intern and provide written documentation on the Evaluation Form and complete a Notice of Separation form. Upon completion, return both to the CIP Coordinator in the Department of Human Resources.

IV. DEFINITIONS

Intern – a college-level student who works under the direction of a designated City of Richmond supervisor while performing work on an entry-level professional basis.

Year-round – for a period of twelve months.

Seasonal – for a limited period, usually for no less than one semester.



**Administrative Regulations
Office of the Mayor**

Title: CITY INTERNSHIP PROGRAM

A.R. Number: 7.5 **Effective Date:** 2/1/2007 **Page:** 4 of 4

Supersedes: City Internship Program **A.R.:** 5.13 **DATED:** 9/1/2004

Part-time – less than 40 hours weekly.

Full-time – 40 hours weekly.

V. GRANDFATHERED CLAUSE

Interns hired prior to September 1, 2004 will be grand fathered from the recruitment process.

VI. REGULATION UPDATE

The Office of the Mayor and the Department of Human Resources shall be responsible for modifications to this Policy.

APPROVED:

MAYOR