

**Student Interns – Paid and Unpaid****3.1.6****PURPOSE**

This section describes the policy and procedures relating to the employment of student interns. The intent of the City's Student Internship Program is to provide college students with a short-term learning experience by allowing interns to observe and participate in the operations of City Departments.

This program complements, and in no way replaces positions that should be filled through classified Civil Service testing and hiring process.

**AUTHORITIES**

San José City Charter, Section 1101 (a), as amended through Measure F in November, 1996:

(4) Temporary Employment

- b. Persons temporarily employed to fill positions for a period of time not to exceed two (2) years, where there exists a need to perform duties of a temporary nature or where duties may be required on an intermittent basis.

San José City Policy Manual, Nepotism Policy, Section 1.1.3:

No employee shall appoint, employ or participate in a hiring decision involving any person within his/her immediate family, nor use his/her position to influence another City employee to hire a member of his/her immediate family.

**SCOPE OF APPLICATION**

Student interns may be paid as an Undergraduate Student Intern U PT (1638) and Graduate Student Intern U PT (7661) or unpaid volunteers. Paid student interns are unclassified, temporary, and unbenefited employees. Unpaid student interns are not City employees, and are required to sign the City's Volunteer Policy and Volunteer Code of Ethics.

**POLICY****1. Eligibility:**

All undergraduate student interns **must** possess the minimum qualifications and be currently enrolled in an accredited college or university in an undergraduate program. All graduate student interns **must** possess the minimum qualifications and be currently enrolled (or have confirmed acceptance) in a Master's degree program from an accredited college or university. *All student interns must continue to be enrolled in a college or university during their employment/service with the City of San José.*

There is no paid internship program for high school students. Students in high school can seek volunteer opportunities through the following web site: [www.volunteersanjose.org](http://www.volunteersanjose.org). They can also apply to Work2Future's youth work experience program, if available.

**Student Interns – Paid and Unpaid****3.1.6****2. Scope of Work:**

Internships should benefit the students by providing an educational experience through participation in various City projects. Clerical or non-professional tasks should be minimal. Student interns must not perform regular staff assigned work, but rather short-term and project-based work. Student interns are not allowed to supervise others.

While City performance evaluations are not required, the student intern should be provided with regular feedback. Please refer to the [Human Resources](#) website for resources.

**3. Course/College Credit:**

Both paid and unpaid student interns have the option to receive course/college credit. It is the responsibility of the student intern to complete any and all required documentation and meet all requirements necessary to receive course/college credit.

**4. Recruiting Student Interns:**

Paid student intern opportunities must be posted through the official City of San José job board (CityJobs) and/or other appropriate methods, including local colleges, universities and the regional public sector job board, CalOpps.org. Paid student interns are unclassified and as such are not covered by the Civil Service hiring rules.

Job posting through CityJobs is not required for volunteer intern opportunities.

**5. Determination of Compensation:**Paid Student Interns:

Paid student interns are paid from a department's budget. The pay rate must stay within the range of the appropriate classification: Undergraduate Student Intern (U) (1638) or Graduate Student Intern (PT) (U) (7661). A pay rate above entry-level up to 80% of the pay range is subject to Department Director/Designee approval. A pay rate in the top 20% of the range requires City Manager approval.

Paid student interns must be fingerprinted and processed through Human Resources as temporary, unbenefited employees, and must attend the New Employee Orientation.

Unpaid Student Interns:

Unpaid student interns must be fingerprinted. In addition, they must be entered into the City's HRIS system in order to be included in all citywide communications and programming for interns. Unpaid student interns need to complete the [City's Volunteer Code of Ethics Form](#). In addition, the hiring department should obtain the intern's emergency contact information.

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During the academic year, 15-30 hours per week is recommended for an internship. Schedules are determined by individual hiring managers and their student interns, depending on the student's availability and the project needs. During summer and winter breaks, up to 40 hours per week is allowable. Student interns are eligible to apply for open position recruitments. Student interns are not eligible to apply for internal position recruitments.

**7. Time Limit:**

The length of an internship assignment must not exceed two (2) years under any circumstances. It is recommended that internship assignment be from three (3) to twelve (12) months. This is consistent with student needs for short-term projects. It also maintains an active pool of City internship opportunities.

An Undergraduate Student Intern may return as a Graduate Student Intern; however, the level of work and assigned projects must be advanced and significantly different from previous assignments and projects. A student intern who graduates during their internship must conclude his/her service within one month after graduation.

**8. Security:**Fingerprinting:

Consistent with City employment policy, all student interns (paid and unpaid), must be fingerprinted prior to starting the internship. Fingerprint results are reviewed by Human Resources. Student interns may not start the internship until after the City's receipt and review of fingerprinting results.

Cash Handling:

At the discretion of the supervisor and based on the project needs, student interns may handle cash. Student interns must be trained in all proper cash-handling procedures appropriate to the project and department, and must undergo any appropriate background checks for such assignments. Student interns are held accountable for the accuracy of the transactions and reconciling of all accounts.

Confidentiality:

At the discretion of the supervisor, student interns occasionally become acquainted with confidential information via the City's HRIS system, Library records, Information Technology passwords, etc. Said access is to be terminated immediately upon the termination of the student intern's internship, and measures are to be taken by the supervisor to ensure that all confidential information is not transferred to other sources.

For additional guidance, refer to the City's Code of Conduct and the Volunteer Code of Ethics.

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### 9. Status and Seniority:

Paid student interns are unclassified and therefore cannot obtain permanent status during their time of service. If a student intern is later hired to a permanent City position, hours worked as a student intern do not count toward City seniority.

### 10. Termination of Assignment:

Paid student interns are at-will and therefore subject to removal from employment with the City at any time, with or without notice and with or without cause.

Unpaid student interns are volunteers and can be released from their internships at any time, with or without notice and with or without cause.

## PROCEDURES

Hiring Department

1. Identify scope of work to be performed by the student intern, project timelines, supervisor, and type of compensation (paid or unpaid).
2. Request and receive administrative approval to recruit and fill the student intern position. *Not necessary for unpaid student interns.*

Human Resources

3. Post the description on CityJobs and as appropriate, Calopps.org, the SJSU career center website, various community colleges, or any other website specified by the department.
4. Forward resumes collected to hiring manager at requested close date.

Hiring Department

5. Interview and select student intern. Perform reference checks as needed. Inform candidates not selected.
6. Determine appropriate pay rate for paid student internships. Student intern compensation is paid out of the hiring department's budget.
7. **For a paid internship**, provide intern with offer letter including: definition of unclassified positions (at-will), pay, estimated hours of work per week, type of work to be performed, supervisor's name, fingerprinting information and notice that

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no benefits and no accumulation of City-wide seniority shall occur and ineligibility to apply to internal recruitments.

- 8. **For an unpaid internship**, obtain intern’s emergency contact information, Volunteer Code of Ethic Form and the Voluntary Service Agreement form and keep for Department records.
- 9. Submit a transmemo and fingerprinting receipt to Human Resources-Employment.
- 10. Enter student intern, paid or unpaid, into HRIS system. If *paid*, schedule student intern for Part Time orientation.
- 11. Complete any paperwork provided by the student intern for college/course credit as necessary.
- 12. Submit a Notice of Separation to Human Resources upon conclusion of assignment / term.
- 13. Separate student intern from HRIS system and return identification badge to Security Office.

Human Resources

Hiring Department

Human Resources

**Refer to the Human Resources website to access forms related to the hiring and supervising of interns.**

Approved:

/s/ Alex Gurza  
Deputy City Manager

06/27/2013  
Date

/s/ Ed Shikada  
Assistant City Manager

6/272013  
Date