

**POLICY TITLE:** STUDENT INTERNSHIP POLICY

**POLICY NUMBER:** 216.00

**EFFECTIVE DATE:** August 31, 2004

**REVISION NUMBER:** 216.03

**REVISION DATE:** January 3, 2022

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**AUTHORITY:** Franklin County Commissioners

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### **I. PURPOSE**

Internships provide participating students with opportunities to observe and participate in the duties of a particular occupation and understand its challenges. Internship programs are intended to enhance employability. Franklin County agrees to provide an atmosphere wherein the intern will receive broad-based work exposure within safety guidelines established by the training sponsor.

### **II. DEFINITIONS**

None.

### **III. SCOPE**

This procedure will be followed by all County operations, including the 39<sup>th</sup> Judicial District - Franklin County Branch.

### **IV. PROCEDURES**

1. Interns must be enrolled and/or participate in a course of study from an accredited college, university, high school or technical school, which qualifies them to perform the duties of the intern.
2. An instructor from the school recommends students for internship status.
3. The length of the internship may vary depending on the nature of the student's training needs and the type of training Office/Department, not to exceed 480 hours, or the amount funded by an approved budget, if a paid internship.
4. All of the following criteria must be met:
  - a. The training, even though it may include actual operations of the employer, is similar to that which would be given at the student's school.
  - b. The interns do not displace regular employees but participate in occupational activities under close supervision.
  - c. The interns understand that they are not entitled to a job at the conclusion of the internship.
  - d. The rate of compensation, if applicable, will not exceed the rate of a regular County employee.
5. The following must be completed and forwarded to the Human Resources Department for approval prior to reporting for internship.
  - a. An internship agreement and training plan
  - b. Authorization for emergency medical treatment
  - c. Badge request form
  - d. A copy of a valid driver's license
  - e. A copy of valid automobile and medical insurance card.

Forms must include a parent or guardian's signature for students under the age of 18. Please allow up to two weeks for approval for the internship upon returning the internship documents.

6. Any intern who may have direct contact with children will need to submit CPSL, PSP and FBI clearances.
8. Student internships will be scheduled only during the normal work days and hours of the County.
9. Students will be expected to wear appropriate clothing for performing the duties of the internship.
10. Each student will be evaluated by their immediate supervisor during the internship and/or the Elected Official/Director upon completion of the internship period.
11. Attendance at New Hire Orientation is mandatory.

#### STUDENT INTERN RESPONSIBILITIES

1. The intern will adhere to County/Department policies; the intern may be released for the same reasons as those of regular employees.
2. The intern must be regular in scheduled attendance during the internship. Early dismissals are not permitted. If unable to work because of illness or unforeseen emergency, the intern will notify the office/department must be notified before the start of the normal workday.
3. The intern (and parents if the intern is under age 18) agrees to be responsible for transportation to the internship site. The intern must be covered by automobile insurance for travel to and from the site.
4. The intern (and parents if the intern is under age 18) must carry health insurance or have comparable coverage for accident protection. Proof of insurance must be provided for consideration of internship. If status of coverage during the course of the internship changes, HR must be notified.
5. The intern (and parents if the intern is under age 18) understands that treatment of illness or injury at the internship site will only be given with the signed permission of the parent or guardian, except under emergency conditions (See attached form). An emergency contact must be listed, and if insurance coverage is through a parent or guardian, regardless of age, the parent or guardian must sign the emergency contact form for internship.

#### INTERNSHIP GUIDELINES

1. The internship program is under the direct supervision of a professional within Franklin County Government.
2. The intern will receive basic instruction related to the intern experience. Safety instructions will be part of this program.
3. Upon completion of all necessary initial paperwork by both the student and school, the Office/department will submit the completed package along with a cover memorandum requesting use of the intern by name, a Payroll Status Change Sheet (only if a paid intern), the expected start date and duration of the intern period, to the Director of Human Resources.

**V. ATTACHMENTS** – Intern Agreement, Training Plan, Authorization for Emergency Medical Treatment, Statement of Confidentiality, Badge Request Form

**VI. CROSS REFERENCE** – Confidentiality Agreement 814.03

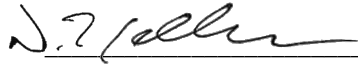
**VII. CONTACT INFORMATION/PROPONENT OFFICE** – Human Resources Department.

**VIII. ADDENDUMS/AMENDMENTS** – Not applicable.

**IX. ADOPTED ON THIS 31<sup>st</sup> DAY OF August, 2004 by the FRANKLIN COUNTY COMMISSIONERS**

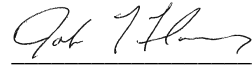
REVISED ON THIS 3<sup>rd</sup> DAY OF JANUARY 2022

FRANKLIN COUNTY COMMISSIONERS




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David S. Keller, Chairman



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John T. Flannery



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Robert G. Ziobrowski