

 <p style="text-align: center;">Orange County Sanitation District Personnel Policies</p>	Policy Number: 1.12
	Effective Date: September 26, 2018
Subject: Student Internship Program	Supersedes: N/A
Approved by: General Manager	

1.0 PURPOSE

- 1.1 The Orange County Sanitation District's (OCSD) Student Internship Program offers opportunities for **undergraduate**, **graduate**, and **vocational** students.
- 1.2 An internship is designed to provide career-related work experience, workplace readiness skills, and an understanding of different career opportunities to supplement and enhance a student's academic and vocational studies.
- 1.3 OCSD's Student Internship Program helps to develop and prepare the future workforce in our community. The program can be part of a student's educational plan to explore a given career path that integrates classroom study with planned, supervised work. It will enable the intern to experience the daily challenges and rewards of public service, and the ability to explore opportunities in a variety of disciplines, including: Engineering; Wastewater Operations and Collections; Mechanical, Instrumentation and Electrical Maintenance; Information Technology; Laboratory and Ocean Monitoring; Public Affairs; and Human Resources.

2.0 ORGANIZATIONAL UNITS AFFECTED

- 2.1 This policy applies to all OCSD undergraduate, graduate, and vocational interns.

3.0 DEFINITIONS

- 3.1 Undergraduate and Graduate Internships are internships in which undergraduate and graduate students obtain valuable experience in **professional occupations** related to their field of study.
- 3.2 Vocational Internships are internships in which vocational students gain valuable experience in **trade occupations** by rotating through different areas of the plant, including: Wastewater Operations, Mechanical Maintenance, Collections & Rebuild, and Instrumentation & Electrical Maintenance.

4.0 POLICY

4.1 WORK HOURS

- 4.1.1 *The following restrictions apply to work hours for student interns:*

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- 4.1.1.1 Work hours will be established between the intern and division manager (or designee), and should be between core hours whenever possible.
- 4.1.1.2 Interns are not authorized to work overtime or to perform unsupervised work under any circumstances.
- 4.1.1.3 Interns are not authorized to work beyond the maximum hours in a work week, which is defined as:
 - 4.1.1.3.1 A maximum of 20 hours per work week for undergraduate and graduate students; and
 - 4.1.1.3.2 A maximum of 28 hours per work week for vocational interns.
- 4.1.1.4 The schedule for vocational interns is Monday through Thursday. The hours are from 6:00AM to 1:30PM (may be 7:00AM to 2:30PM during training and some assignments) with a ½ hour uncompensated meal break. Shift schedules may be temporarily modified to ensure coverage based on business need.

5.0 PROCEDURE

5.1 GOALS

- 5.1.1 Listed below are several different goals that OCSD expects to accomplish with the program. These goals reflect OCSD's desire to help students give back to the community, and provide a means to prepare the future workforce.
 - 5.1.1.1 Provide meaningful career-related knowledge and on-the-job experience to students, through a **paid** internship.
 - 5.1.1.2 Expose students to real-world challenges and trends in various occupations.
 - 5.1.1.3 Enable the student to establish effective working relationships and build a professional network with subject matter experts.
 - 5.1.1.4 Provide firsthand knowledge and understanding of government processes and OCSD's Core Values.
 - 5.1.1.5 Help educate communities, universities, and colleges on environmental protection issues.
 - 5.1.1.6 Provide awareness of opportunities and requirements in a chosen career field in the public sector.
 - 5.1.1.7 Broaden the student's skills and competencies to meet the future workforce needs for OCSD and other public agencies.
 - 5.1.1.8 Promote collaboration between public sector employers and educational institutions to support workforce development.

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5.1.1.9 Promote OCSD as an employer of choice among students, universities, colleges, and the community.

5.1.1.10 Integrate the student as a contributing member of OCSD.

5.2 TERMS AND CONDITIONS

5.2.1 OCSD, in its sole discretion, reserves the right to modify, revise or eliminate this program at any time. Participation in the program is contingent upon meeting the established eligibility requirements, and may continue if OCSD's workload dictates a need.

5.2.2 Interns are not considered regular employees and therefore are not eligible for organizational benefits including but not limited to retirement, insurance coverage, and accrued or paid time off; except for sick leave provided in accordance with California's Paid Sick Leave Law and as outlined in this policy.

5.2.3 Student interns are considered at-will positions and are subject to the following terms and conditions:

5.2.3.1 Students selected for an internship must successfully complete a pre-employment screening process, which may include: background investigation, drug screening, and physical exam.

5.2.3.2 Participation in the program does not constitute an employment contract nor does it guarantee employment with OCSD upon completion of the program.

5.2.3.3 Interns will receive an orientation and general safety training, as necessary. Intern work assignments will not be made until the orientation and all necessary safety training are completed.

5.2.3.4 Interns are not authorized to attend any training outside of the required safety training.

5.2.3.5 Upon successful completion of an internship, students may apply for an internship in a different division/department within OCSD.

5.2.3.6 Intern experience qualifies as professional experience to meet employment standards for OCSD positions.

5.2.3.7 If applicable, uniforms and/or personal protective equipment (PPE) such as safety boots, goggles, and hard hats must be worn in all specified areas.

5.2.3.8 Undergraduate and graduate internships end when the student has worked the total number of hours requested by the division through the budget process or 12 months, whichever comes first.

5.2.3.8.1 Department Heads may request to extend the duration of a student internship for an additional 12 months subject to budget approval. No internship shall exceed a total duration of 24 months.

5.2.3.9 Vocational internships are 52 weeks and consist of a 1-week Orientation and 51 weeks of Rotation Assignments.

5.3 **ELIGIBILITY**

5.3.1 *This section applies to all student interns:*

5.3.1.1 Students must be enrolled in a college, university or vocational school to be eligible to participate in the program.

5.3.1.2 Students must be in “good standing” at their school, and maintain a GPA of 2.0 or better to remain in the internship program.

5.3.1.3 Students must be at least 18 years of age and legally authorized to work in the United States.

5.3.1.4 Students may be required to provide a letter of recommendation from a professor as part of their application process.

5.3.1.5 Students must have satisfactory performance and attendance, and will be evaluated throughout the internship to determine eligibility to continue in the program.

5.3.1.6 Students must submit a “student verification” or verification of enrollment from the registrar’s office to establish a pay rate based on academic level, as applicable, and as proof of enrollment. Verifications are required each semester.

5.3.1.7 Students are eligible to remain in the internship program throughout the year (including during school breaks) if they are enrolled as a full-time student in fall and spring semester, or during the four quarters of the year, and if OCSD’s workload dictates a need.

5.3.2 *These additional sections apply to undergraduate / graduate student internships:*

5.3.2.1 Students must be enrolled full-time in a four-year undergraduate program or a graduate program that is in a field of study related to the internship for which they are applying.

5.3.2.2 Students must have at least one (1) year remaining in school at the beginning of their internship.

5.3.2.3 Students enrolled in an undergraduate program must be at junior level status or above, which is the timeframe when students undertake upper-division core courses.

5.3.3 *These additional sections apply to vocational student internships:*

5.3.3.1 Students must have completed at least six (6) units within a college, university, or vocational school’s Water Utility Science Program, or related field of study, to ensure that students being considered are interested and committed to working in the wastewater industry.

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- 5.3.3.2 Students must be enrolled in at least three (3) units in the Water Utility Science Program at Santiago Canyon College or comparable class at another educational institution for the duration of the internship.

5.4 **APPLICATION PROCESS**

5.4.1 *Recruiting*

- 5.4.1.1 Recruiting for internship positions differs in several respects from OCSD's traditional recruitment process:

- 5.4.1.1.1 Internships may be posted on local college, university, technical and vocational school (as applicable) websites.
- 5.4.1.1.2 Internships may be posted to intern-specific job websites.
- 5.4.1.1.3 OCSD may work with college career centers and faculty to outreach to potential internship candidates.
- 5.4.1.1.4 OCSD may participate in college, university, and school campus events like job fairs and utilize bulletin boards and other communication methods for student and community outreach about internships and careers offered through OCSD.

5.4.2 *Selecting*

- 5.4.2.1 HR will pre-screen student applications to ensure that each candidate meets the requirements for the internship. The HR representative will coordinate with the hiring manager to select the best candidates, based on academic level and area of study, from the group of qualified individuals. HR may enlist the assistance of career centers at the local colleges, universities, and schools to identify and pre-screen students for available OCSD internships.
- 5.4.2.2 The interview panel will generally include an HR representative, and the person that will be supervising the work of the intern. It may include other persons, if necessary.
- 5.4.2.3 The student that appears to be the best overall fit will be the person considered for the internship. The division manager (or designee) will make the final selection.

5.4.3 *Hiring*

- 5.4.3.1 Upon receiving an official verification of enrollment from the educational institution indicating academic level and status, the selected student will be made an offer and will be compensated in accordance with the current intern pay scale. This pay scale is detailed later in this document. After the verbal offer has been made and accepted, the student will be scheduled for the pre-employment screening process.

5.5 WORK ASSIGNMENTS & EVALUATION

- 5.5.1 The nature of the work assignments given the student is one of the most important internship components, and it should include diverse responsibilities.
- 5.5.2 The internship experience should provide the opportunity for the intern to learn new skills and perform work in a real-world setting, integrating the student as a contributing member of OCSD.
- 5.5.3 The work assigned should benefit the student and be a good investment of OCSD time and resources. Providing meaningful work experiences is the focus of the program.

5.6 COMPENSATION

- 5.6.1 Student internships with OCSD are on a paid basis and are offered as “at-will” employment. The rate of pay is based on the type of student and the intern’s academic level in school, as listed below.

Vocational student	=	\$15 per hour
Undergraduate student	=	\$17 per hour
Graduate student	=	\$20 per hour

5.7 PAID SICK LEAVE

- 5.7.1 California’s Paid Sick Leave law requires OCSD to provide paid sick leave to interns under the following conditions:
 - 5.7.1.1 An intern begins to accrue paid sick leave at the rate of one (1) hour of paid sick leave for every thirty (30) hours worked beginning on the first day of the internship. ~~An intern is not eligible to begin using any accrued paid sick leave until after the first 90 days of their internship.~~
 - 5.7.1.2 An intern is only allowed to use up to a maximum of 3-days or 24 hours of paid sick leave in a 12-month period.
 - 5.7.1.3 An intern can only accrue paid sick leave up to a cap of 6-days or 48 hours ongoing.
 - 5.7.1.4 Any unused accrued paid sick leave carries over year to year while continuously working at OCSD.
 - 5.7.1.5 In accordance with California’s Paid Sick Leave law, an intern may use 3-days or 24 hours of accrued paid sick leave in a 12-month period for one of the following reasons:
 - 5.7.1.6 For the intern’s own diagnosis, care, or treatment of an existing health condition or preventative care.
 - 5.7.1.7 For the diagnosis, care, or treatment of an existing health condition or preventative care for an intern’s family member, including:
 - *Child (including a biological, adopted, or foster child, stepchild, legal ward, or a child to whom the intern stands in loco parentis.)*

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- *Spouse or Registered Domestic Partner*
- *Parent (including biological, adoptive, or foster parent, stepparent, or legal guardian of an intern or the intern's spouse or registered domestic partner, or a person who stood in loco parentis when the intern was a minor child.)*
- *Grandparent*
- *Grandchild*
- *Sibling.*

5.7.1.7.1 To obtain any relief or services related to being a victim of domestic violence, sexual assault, or stalking including the following with appropriate certification of the need for such services:

- *A temporary restraining order or restraining order.*
- *Other injunctive relief to help ensure the health, safety or welfare of themselves or their children.*
- *To seek medical attention for injuries caused by domestic violence, sexual assault, or stalking.*
- *To obtain services from a domestic violence shelter, program, or rape crisis center as a result of domestic violence, sexual assault, or stalking.*
- *To obtain psychological counseling related to an experience of domestic violence, sexual assault, or stalking.*
- *To participate in safety planning and take other actions to increase safety from future domestic violence, sexual assault, or stalking, including temporary or permanent relocation.*

5.7.1.8 Interns shall provide reasonable advance notification of their need to use accrued paid sick leave to their supervisor if the need for paid sick leave use is foreseeable (e.g., doctor's appointment scheduled in advance). If the need for paid sick leave use is unforeseeable, the intern shall provide notice of the need for the leave to their supervisor as soon as is practicable.

5.7.1.9 An intern who uses paid sick leave must do so with a minimum increment of one-half (0.5) hour

5.7.1.10 Paid sick leave will not be considered hours worked for purposes of overtime calculation. An intern will not receive compensation for unused accrued paid sick leave upon termination, resignation, or other separation from their student internship at OCSD.

- 5.7.1.11 If an intern separates from their internship at OCSD and is re-hired by OCSD within one year of the date of separation, previously accrued and unused paid sick leave hours shall be reinstated to the extent required by law. However, if the individual had not yet worked the requisite 90-day period to use paid sick leave at the time of separation, the individual must still satisfy the 90-day requirement collectively over the periods with OCSD before any paid sick leave can be used.

5.8 **PROGRAM ADMINISTRATION & RESPONSIBILITIES**

5.8.1 *Human Resources Department*

- 5.8.1.1 The HR Department will administer and manage the Student Internship Program. This includes assisting with personnel requisitions, postings, advertising, and applicant screening, as well as working with division management on scheduling interviews.

5.8.2 *Finance Department*

- 5.8.2.1 The Finance Department is responsible for tracking and reporting on the hours worked by interns based on timecard records. By running bi-weekly reports on the total hours an intern has worked to date, Finance identifies and notifies the appropriate division manager (or designee) of intern(s) who may be reaching the maximum total hours for the internship.

5.8.3 *Divisional Management*

- 5.8.3.1 Divisions needing an intern are responsible for preparing and submitting a decision package to the Financial Management Division for consideration during the annual budget cycle. Justification of the need, a description of the specific work that the intern will perform, and the total number of hours requested must be provided.
- 5.8.3.2 The division manager (or designee) is also responsible for scheduling, overseeing, and mentoring the intern during the period assigned. Interns should be supervised closely with regular, frequent contact occurring between the division manager (or designee) and the intern.
- 5.8.3.3 Additionally, the division manager (or designee) will: 1) provide meaningful tasks and responsibilities in order for the student intern to gain knowledge and skills to further their development; 2) conduct informal performance evaluations and feedback sessions for the intern; and 3) track the hours worked and adhere to the established maximums in accordance with this policy.

5.9 **EMPLOYMENT OPPORTUNITIES**

- 5.9.1 All interested students are encouraged to review OCSD's internship policy (this document), and job announcement requirements to determine their eligibility to participate in the program.

6.0 EXCEPTIONS

- 6.1 Any exceptions to this policy must be approved by Human Resources and the General Manager.

7.0 PROVISIONS AND CONDITIONS

8.0 RELATED DOCUMENTS

- 8.1 Healthy Workplace Healthy Family Act of 2014 (AB 1522)
- 8.2 Student Internship Program, Internship Guidelines
- 8.3 Vocational Internship Guidelines