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# The Internship Program

## Program Overview

The City of St. Helena values the contribution made by students of all ages and backgrounds and is seeking bright innovative, results-oriented individuals to join our Internship Program. The Program offers high school, college, university or graduate students the opportunity to gain both academic and practical experience working in local government. The internships are designed to provide the participants with the opportunity to apply academic skills to various "real world" assignments with the City. Students will have the opportunity to learn about the City of St. Helena and the exceptional services it provides to the community.

### *The Value of the Internship*

Internships provide the following benefits:

- A full and realistic view of the world-at-work and integrates academic preparation with practical application and skill development in the work place;
- An opportunity to network with professionals in one's field of interest and a chance to explore career options and develop transferrable skills;
- The opportunity to earn a reasonable wage while obtaining valuable work experience.

## Qualifications for Internship

In order to qualify for an internship the candidate must be at least 14 years old, a student currently enrolled in high school, college, university or graduate program with a GPA of 2.0 or higher, interested in learning about careers in local government while obtaining related work experience. Candidates must also meet any course requirements for the specific internship program, as outlined in the internship announcement.

The selected candidate must be able to pass a background investigation and pre-employment physical examination.

## Classification, Operational Title & Salary Range

Interns are classified under an "Intern" classification. Salary ranges will be based on the intern's education and current school enrollment status as described below.<sup>2</sup>

- Level I - Intern
  - High school students enrolled in regular high school classes
  - Those enrolled in an alternative vocational high school
  - Students working toward high school equivalency
- Level II - Intern
  - Freshman or Sophomore year college students
  - Community college students
  - Vocational school students who have completed high school
- Level III - Intern
  - Junior or Senior year college students
  - Recent graduate of a bachelor's degree or equivalent
  - Student Interns at this level must work in their chosen field of study

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<sup>2</sup> A higher pay range may be considered based on additional work experience and certifications.

- Level IV - Intern
  - Professional and post-graduate school students
  - Student Interns at this level must work in their chosen field of study

An “operational title” appropriate for the intern’s salary level and assignment of duties will be determined by department head. Salary ranges may be amended from time to time, therefore are not listed in this section and can be found under the Appendix section – Salary Ranges.

## Responsibilities of Staff & Interns

### Role of Staff

One of the finest resources within the City is its dedicated and well-trained staff. A City mid-manager or department head will serve as your direct supervisor.

A supervisor agrees to:

- Provide all necessary orientation, training and supervision for your intern assignment;
- To provide the intern with an Intern Work Plan and clear instructions;
- To change the intern assignment or add new duties only through mutual agreement between the intern and supervisor;
- Keep the intern informed of any changes in schedule or agency hours of operation;
- Validate and sign intern weekly timesheet and sign in log;
- Conduct a periodic evaluation of intern’s performance;
- Keep records of length of service, maintain an intern file and provide the intern with a letter of reference when requested;
- Give prior notice if intern work is ending or being interrupted.

### Role of Interns

Interns enhance and enrich the capabilities of City staff and provide valuable support and assistance to the City of St. Helena. Interns are an extension of the total City program, not a substitute for staff.

An intern agrees to:

- Become familiar with and adhere to the policies and procedures as set forth in this handbook;
- Follow the duties and directions as provided by the staff supervisor in the Intern Service Assignment description;
- Provide at least 24 hour notice if you are unable to work (except in an emergency);
- Protect confidential information and exercise good judgment when acting on the City’s behalf;
- Accept supervision with a willingness to learn and willingness to ask questions about things not understood;
- Give prior notice if needing to end the internship prematurely during to unforeseen circumstances.

## Recruitment & Selection of Intern

### Intern Application

The Internship Program runs year-round. Department Heads will recruit interns based on several factors which include, but are not limited to funding availability, staff availability, available office space, and available projects for interns.

Intern candidates must complete an Internship Application available in the office of each department or from the City Manager's Office. Applicants must possess the qualifications established for the position and must be able to perform the specified duties. For interns under the age of 18, a parent or guardian must complete and sign the parental information at the bottom of the form before a minor can participate in the program.

## Background Check & Fingerprinting

Prospective interns under consideration may be subject to a background check, especially those interested in working with children.

## Interview

Staff supervisor will conduct an initial interview with each intern candidate to determine whether a match exists between the applicant's skills and the position available. Candidates may be referred to another department if a job position suited for the candidate is not available at the time or they may be placed on a waiting list.

## Orientation

New Interns are provided an orientation to help them gain familiarity with the City procedures, as well as to welcome them as part of the team.

## Training

Each intern will receive specific training on how to do his/her job. Some positions will include on-the-job mentoring with an experienced staff person. Be sure to ask any questions you have. Don't assume anything! We want you to be successful.

## Evaluations

Periodic evaluations for all interns will be made to help determine if the intern is satisfied or comfortable with the job duties they have been given, and how they are relating to their supervisor and performing their duties. Interns are given the opportunity to make comments and suggestions on assignment improvements as well.

## Intern Policy & Procedures

### Equal Opportunity

The City of St. Helena Intern Program welcomes interns of all backgrounds and abilities and does not discriminate on the basis of ancestry, race, religion, color, creed, national origin, gender, gender identity, gender expression, sex, sexual orientation, marital status, age, medical condition, mental or physical disability, military or veteran status, genetic information, and/or any other category protected by federal and/or state law in its intern selection process. Interns have equal access to available positions for which they are qualified and possess the ability to do the job.

### Anti-discrimination & Sexual Harassment Policy

The City of St. Helena holds a zero tolerance policy toward any form of discrimination as listed above or sexual harassment in the workplace. Sexual harassment includes, but is not limited to, unwelcome sexual advances, slurs, jokes, and other verbal, visual or physical conduct of a sexual or demeaning nature. In addition to being responsible for their own conduct, directors and supervisors must ensure that their employees and interns contribute to a work environment that is free of discrimination or sexual harassment.

It is, therefore, extremely important that any intern who believes they have been discriminated against or subject to sexual harassment must report it immediately to their direct supervisor or City Manager's Office so it can be dealt with appropriately.

## Drug Free/Smoke Free Workplace

Use of alcohol or illegal drugs in the workplace is prohibited, as is the abuse of any drug or alcohol, or reporting for duty under the influence of drugs or alcohol. Smoking is allowed in designated locations only.

## Confidentiality

All information discussed or work completed within the course of an intern assignment is considered strictly confidential. Interns are required to uphold this policy. Only materials deemed to be in the Public Record can be disseminated. When in question, ask your supervisor.

## Interns under the Age of 18

The City encourages the participation of youth in City and community activities. Young people aged 14 and over may apply to intern for the City in positions for which they are qualified, if they have written parental permission. Young interns are expected to abide by all City program policies and procedures.

## Supervision

Each intern will have an on-site contact<sup>3</sup> and is expected to follow the procedures established by that staff member. Your job description identifies your supervisor, who is responsible for day-to-day management and guidance of your work, and will be available for consultation and assistance according to their schedule. Your supervisor will provide on-going feedback. Please feel free to ask any questions of this person or report any problems or concerns you have about your assignment. Disagreements with staff should never be discussed in public and should be referred to the supervisor for resolution.

## Communication

It is very important to keep open communication between the intern and supervisor. Please take a few minutes at the beginning of each day of work to check with your supervisor to find out if there are any announcements or changes for which you need to be aware. Important information must sometimes be distributed to interns on short notice. Interns are asked to report changes in personal information (i.e., address, phone number, etc.) to the supervisor immediately.

## Weekly Timesheets

Accurate records of time and attendance must be kept for all interns. Interns are responsible for keeping track of time worked during their intern assignment and for signing in and out in the "Sign-In Log" provided in your department. The "Weekly Timesheet and Sign-In Log" is used to track intern hours for various purposes such as reporting intern statistics on grant applications, organizing special events, or in writing reference letters. The "Weekly Timesheet and Sign-In Log" represents the only permanent record of intern time.

## Attendance

We encourage you to keep your time commitments; the staff is counting on your support and participation. We depend on our interns to report for their assignment on time and complete the work agreed to each day. If you are sick or unable to intern due to a planned vacation, please notify your immediate supervisor as soon as possible.

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<sup>3</sup> On site contact will be the intern's supervisor and must be a mid-manager or department head.

## Parking

City Hall Interns: Free parking is available in the lot behind City Hall between the St. Helena Fire Department and Lyman Park. Library Interns: Parking is available behind the Library and also along Library Lane. We do ask that you please leave the spaces in front of the Library open for Library patrons. Parks and Recreation Interns: Free parking is available at all of our public parks.

Please note that if you opt to park on any City street, please check the street signs to be certain that you are not parked in a limited parking area. We are not able to waive parking tickets in the event you should receive one.

## Use of City Vehicle

An intern's assignment in the City may require him/her to drive a City-owned vehicle on City business. City-owned vehicles shall only be driven by appropriately licensed interns who have been authorized by the City Manager. Interns must hold a valid California driver's license, provide the City with a copy of their current DMV record, and sign that they received, read and will abide by the City of St. Helena Driving Vehicles on City Business Policies and Procedures.

## Use of Privately Owned Vehicle on City Business

Should an intern assignment require him/her to drive a privately owned vehicle on City business, the intern must complete and sign an Authorization to Use Privately Owned Automobiles on City of St. Helena Business form. The intern must hold a valid California Driver's License, provide a copy of Auto Liability Insurance, vehicle must be equipped with seat belts and be in safe mechanical condition.

## Computer, Internet & Telephone Use

Please remember that the City is a place of business and your intern work is a job. All work completed on City computers is considered official business, confidential and property of the City. It is requested that you keep phone conversations professional, brief and quiet, and personal cell phone use should be kept to a minimum during work hours.

## Disciplinary Procedures

Interns are expected to meet the same standards of professionalism required of City staff. Interns who do not meet the requirements of their intern assignment or violate the policies established in this handbook are subject to dismissal. Efforts to correct problems of this nature will be discussed by the intern and the City staff member. Unresolved situations are referred to the Human Resources Department for review and final decision.

## Resignations / Letters of Recommendation

In the event unforeseen circumstances require you to end their assignment early, we ask that you please notify your designated supervisor two weeks in advance so that there is time to fill the pending vacancy.

We are happy to provide a letter of recommendation to those interns who have satisfactorily served the City. Please make your request for a letter to your supervisor at least two-week prior to the end of the assignment.

Enjoy! The satisfaction of our interns is important to us. Please feel free to let your staff supervisor know if you are having any difficulties, or with any suggestions, comments, or questions of concern. We hope you enjoy your intern experience.



Martin Luther King	Third Monday in January
President's Day	Third Monday in February
Cesar Chavez	March 31st
Memorial Day	Last Monday in May
Independence Day	July 4th
Labor Day	First Monday in September
Veteran's Day	November 11th
Thanksgiving Day	Fourth Thursday in November
Friday after Thanksgiving	Fourth Friday in November
Christmas Eve Day	December 24th
Christmas Day	December 25 <sup>th</sup>

City of St. Helena **INTERNSHIP PROGRAM**  
Appendix



# City of St. Helena INTERNSHIP PROGRAM



The City of St. Helena Intern Waiver & Release Form must be returned with this application. No application will be considered without the City's Waiver & Release Form. Please refer to the City of St. Helena's Internship Handbook for exceptions, requirements, and rules of the City's Internship Program. Available positions for interns may be found on the City's website, [www.cityofstheleena.org](http://www.cityofstheleena.org).

## Internship Program Application

**OFFICE USE ONLY:**  
Received Date: \_\_\_\_\_  
Interview Date: \_\_\_\_\_  
Onboard Date: \_\_\_\_\_  
Hire Date: \_\_\_\_\_  
Training Date: \_\_\_\_\_

Full Name (First, Last): \_\_\_\_\_ SSN: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City, State Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_ @ \_\_\_\_\_  
Permanent Home Address (if different): \_\_\_\_\_  
Emergency Contact Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Emergency Contact Phone: \_\_\_\_\_

Are you a U.S. Citizen or an Alien Authorized to work in the U.S.: Yes  No  Are you 18 years or older: Yes  No   
School Attending: \_\_\_\_\_  
Address City, State Zip: \_\_\_\_\_  
Faculty Advisor: \_\_\_\_\_ Faculty Advisor Phone: \_\_\_\_\_  
Faculty Advisor Email: \_\_\_\_\_ Major: \_\_\_\_\_ GPA: \_\_\_\_\_  
Career Goal:

\_\_\_\_\_

Desired Position:  
\_\_\_\_\_

Desired Responsibilities:  
\_\_\_\_\_

Date Available to Start: \_\_\_\_\_ Duration Available: \_\_\_\_\_  
Are you available to work 20 hours a week for 12 consecutive weeks: Yes  No   
If requested, can you work: Days  Weekends  Evenings  Overtime  Are you eligible to receive school credit: Yes  No   
Current activities and clubs that you are actively involved in on campus or in the community:

\_\_\_\_\_

Awards or Recognitions: \_\_\_\_\_

**Former Employers** (List last two employers, starting with the most recent one.)

**EMPLOYER #1**

Name of Employer: \_\_\_\_\_ Position: \_\_\_\_\_

Description of Duties:  
\_\_\_\_\_

Address: \_\_\_\_\_ City, State Zip: \_\_\_\_\_

Date Started: \_\_\_\_\_ Date Ended: \_\_\_\_\_ Currently Employed: Yes  No

Termination was: Voluntary  Involuntary  Reason for leaving:  
\_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_ Able to contact: Yes  No

**EMPLOYER #2**

Name of Employer: \_\_\_\_\_ Position: \_\_\_\_\_

Description of Duties:

Address: \_\_\_\_\_ City, State Zip: \_\_\_\_\_

Date Started: \_\_\_\_\_ Date Ended: \_\_\_\_\_ Currently Employed: Yes  No

Termination was: Voluntary  Involuntary  Reason for leaving:

\_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_ Able to contact: Yes  No

**CRIMINAL MATTERS**

Do not identify convictions for which the criminal record has been expunged, sealed or eradicated by the court, or misdemeanor convictions for which any probation has been completed and the case dismissed by the court.

Have you ever been convicted of a felony? Yes  No  *Include all pleas of "guilty" or "no contest."*

Have you ever been convicted of a misdemeanor within the last seven years? Yes  No

*Do not identify marijuana-related misdemeanor convictions occurring more than two years ago.*

If yes to any of the above questions, please explain fully: *This information will not necessarily disqualify an applicant.*

**Narrative**

Please answer the following questions on a separate sheet of paper and attach it to the completed application. Each answer should be no more than 300 words.

1. Please explain why you feel you are a qualified applicant for this position.
2. What do you expect to gain from participation in this program?
3. What special qualities or traits can you bring to this program?

Please also include in your application two letters of recommendation. Faculty of your school and extracurricular directors are preferred. Please also attach a current resume.

**Checklist:**

- Completed Application
- Resume
- Two Letters of Recommendation
- Narrative

**Sign if you agree to the following:** Please read carefully before signing.

I certify that all statements made I this form are true and complete to the best of my knowledge and belief. I agree and understand any misstatement or omission of material fact on this application may be cause for forfeiture of all my rights to intern at the City of St. Helena.

I have read, understand and agree with the requirements and policies on the City of St. Helena Internship Handbook and the position I am applying for. I understand that the City of St. Helena reserves the right to select and retain interns on the needs of the City departments.

I am aware and understand the City reserves the right to investigate any criminal record history of people who my work with children. I hereby authorize the City of St. Helena and the California Department of Justice to review state and local records to determine if I have been convicted of any crimes for the limited purpose of determining whether I can engage in volunteer activities with children.

In the event of an emergency, I authorize the City of St. Helena to notify my emergency contact.

Signature: _____	Date: _____
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# City of St. Helena **INTERNSHIP PROGRAM**

## City of St. Helena Intern Waiver and Release

Please read and sign this Waiver and Release form to intern for the City of St. Helena. If you are the parent or legal guardian of a minor intern under the age of 18, please complete the entire form and *“Release by the parent or legal guardian of any Intern under the age of 18,”* on behalf of the minor.

### Section A

Intern Name (Herein “Intern”)	Home Phone	Mobile Phone
Address	City	State
Zip		
Email		
Emergency Contact: Name and Phone Number		
Intern activity includes but is not limited to the following (Please provide a brief description of the work you will be doing):		

### Section B

It is my intention to become an intern for a specified term, at a specified hourly compensation without benefits for the City of St. Helena (“City”).

Assumption of Risk - I hereby assume all risks of participating in this intern activity and full responsibility for my conduct and actions, including any injury to myself or others or damage to property that may result while interning, and I understand that the City is not responsible for conditions that I create myself or those created by other interns or participants.

I EXPRESSLY ASSUME ALL RISK OF THE ACTIVITY OF INTERNING MY SERVICES FOR THE CITY OF ST. HELENA.

Workers’ Compensation - I have been advised that the City’s policy is to cover interns as employees of the City for the purposes of workers’ compensation benefits. I also understand that under workers’ compensation laws, workers’ compensation benefits will be my sole remedy in the event that I am injured while performing intern activities for the City.

Loss of Personal Property - I understand that the environment and conditions in which I am interning may cause damage to my personal property. I acknowledge that the City is not responsible for any loss or damage to my personal property used while interning my services or brought to the place where I intern for the City. I agree that I will not file any claims against the City for any personal property loss or damage for whatever cause.

Release - With the exception of these workers’ compensation benefits, I hereby waive all actions, proceedings, alternative dispute resolution procedures, demands, claims, and causes of action, and other means of recovery, of whatever nature, for injuries to person (including without limitation death, dismemberment, and emotional distress), or damages (whether to person, property or business and including without limitation all forms of monetary recovery, whether for general, special, compensatory, or punitive damages, loss of earnings, loss of earning capacity, loss of profits or other damages of whatever nature), known or unknown, existing or future, arising from or in any

way related to my participation in the Intern Activity or the use of any product created in connection with my participation in the Intern Activity for education, promotional, advertising or other purposes for the benefit of the City, its departments, and its agencies.

I expressly acknowledge that I am familiar with Section 1542 of the California Civil Code which provides:

**A general release does not extend to claims which the creditor does not know or suspect to exist in his or her favor at the time of executing the release, which if known by him or her must have materially affected his or her settlement with the debtor.**

I expressly waive and relinquish any rights and benefits which I may have under Section 1542 of the California Civil Code, or any state or federal statute or common law principle to similar effect, to the full extent that such rights and benefits may be lawfully waived pertaining to the subject matter of the waiver and release set forth in this paragraph. I understand and acknowledge the significance and consequences of this specific waiver of Section 1542 of the California Civil Code.

Indemnification - I hereby agree, on behalf of myself, and my heirs, executors, administrators, and assigns, to indemnify, defend (with legal counsel) and hold harmless the City, its officials, officers, employees, agents, interns, and contractors from and against any and all actions, proceedings, alternative dispute procedures, demands, and causes of action of whatever nature, costs and expenses (including attorneys' fees), judgments, orders, decrees, liens and other encumbrances, liabilities, injuries to person (including without limitation death, dismemberment, and emotional distress), damages (whether to person, property, or business, including without limitation, all forms of monetary recovery, whether for general, special, compensatory, or punitive damages, loss of earnings, loss of earning capacity, loss of profits or other damages of whatever nature), known or unknown, existing or future, caused by my negligence or willful misconduct.

**Knowing and Voluntary Execution - I have carefully read this Waiver and Release and fully understand its contents. I understand that this is a release of liability and a contract between myself and the City of St. Helena and that I am giving up valuable legal rights and I knowingly and voluntarily give up these rights of my own free will. I represent that I have had the opportunity to seek the advice of my own independent legal counsel. I am interning at the City at my own risk.**

This Waiver and Release is entered into the date below at St. Helena, California.

---

Signature

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Date



# City of St. Helena **INTERNSHIP PROGRAM**

## Minor Release Form

### Release by Parent or Legal Guardian of any Intern under the age of 18

Parent or Legal Guardian Name (Herein "Legal Guardian")	Mobile Phone	Emergency Contact
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I, am the Legal Guardian of the minor Intern listed above. I hereby authorize my child to participate in the intern activity Identified in Section A. I understand that my child may incur bodily injury, personal injury, illness, death, or property damage by interning for the activity described above. I have read and understand Section B of this Waiver and Release. By my signature below, I agree to all the terms of Section B on behalf of my child. I agree that the waivers and releases of Section B apply to me and any actions, claims, or demands that I may bring, in my own name or on behalf of my child, arising from my child's participation in the intern activity described above, excepting any workers' compensation claims as described above.

This Waiver and Release is entered into on the date below at St. Helena, California.

\_\_\_\_\_  
Parent or Legal Guardian Signature

\_\_\_\_\_  
Date



# City of St. Helena **INTERNSHIP PROGRAM**

## Weekly Timesheet and Sign-In Log Sheet

Intern Name:  Department:

Week of: , 20  to , 20

Day	Date	Time In	Time Out	Total Hours Worked
Sunday				
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				

Intern Signature:

DATE:

Department Head Signature:

DATE:



# City of St. Helena **INTERNSHIP PROGRAM**

## Salary Ranges

<b>Casual Worker Classification</b>	<b>Salary Range</b>
<b>Level I - Intern</b>	\$10.00 - \$12.16
<b>Level II – Intern</b>	\$12.78 - \$15.54
<b>Level III – Intern</b>	\$16.31 - \$19.83
<b>Level IV - Intern</b>	\$20.80 - \$25.30