



Report to the City Council  
Council Meeting of August 9, 2016

**Agenda Section:** Consent

**Subject:** Consideration and proposed approval of a resolution approving a City of St. Helena Internship Policy P-HR-0612, a Policy and Procedures Handbook for City Departments, and a Policy and Procedures Handbook for Interns

**CEQA Status:** Not a project

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**Approved By:** Jennifer Phillips, City Manager

**BACKGROUND**

Volunteer programs and internships, while similar are very different. By definition, the Oxford Dictionary defines a volunteer as “a person who freely offers to take part in an enterprise or undertake a task” and an internship as “the position of a student or trainee who works in an organization, sometimes without pay, in order to gain work experience or satisfy requirements for a qualification”. A volunteer will typically have control of when they choose to volunteer their time for a cause, whereas an intern will typically have a scheduled time to work in order to meet a requirement or to gain the work experience. Volunteers are unpaid, while internships can be paid or unpaid. Both are similar in that neither are permanent employees of the city.

Earlier this year, in recognition of the City having an existing and successful volunteer program, the City Council adopted Resolution 2016-14 approving a City of St. Helena Volunteer Policy and Procedures Handbook. The Volunteer Handbook was an essential document needed to provide policy and program guidance to staff and volunteers. The handbook provides volunteers an overview of the City’s policies and procedures concerning volunteers, and gives those interested in volunteering with the City a better understanding of what their role and responsibilities are as a volunteer. The handbook also provides clear direction to all City departments on how to recruit, coordinate, and manage volunteers. Standard policies and procedures regarding risk management and liability issues were also included in the handbook.

Although the City has been approached several times by individuals and schools seeking a city internship program, and many City departments have expressed an interest in

utilizing interns, an internship program was not developed at the same time; with staff constraints, resources were allocated to focus on volunteers as the City utilizes volunteers on a regular basis.

### **DISCUSSION**

Currently there are no internships in place, however some departments have budgeted for interns for FY 2016-17 and are ready to move forward. Human Resources has developed *Internship Program Policy P-HR-0612* (Attachment 1), and two (2) policy and procedure handbooks, *City of St. Helena Internship Program Policy & Procedures Handbook for Interns* (Attachment 2), and *City of St. Helena Internship Program Policy & Procedures Handbook for City Departments* (Attachment 3).

The City has utilized unpaid interns in the past, however, the California Division of Labor Standards Enforcement (DLSE) does not treat unpaid internship lightly. In fact, when researching information on developing an internship, the literature found includes statements that warn anyone considering an unpaid internship to proceed carefully when developing their program. Given this note of caution, Human Resources has developed a paid only internship policy for the City, and one that is clearly separate from the volunteer program to avoid any confusion especially as it applies to the DLSE definition of volunteer which is "generally a person who performs work for public service, religious or humanitarian reasons without promise, expectation or receipt of compensation for that work".

The *Volunteer Program Policy and Procedures Handbook* served as the basis for developing the intern handbook. The *Internship Program Policy and Procedures Handbook for Interns* borrows directly from the core of the volunteer program handbook adopting the majority of the volunteer program elements. Specifically, all of the policies (15) adopted in the volunteer program handbook were adapted for the intern handbook and focus on:

- The role and responsibilities, including confidentiality, attendance, and behavior.
- The steps involved in becoming a City intern, including background checks and fingerprinting, the interview, orientation, training and evaluation processes.
- The forms that need to be completed to apply, including the City of St. Helena Waiver & Release form.
- The regulations and policies pertaining to the recruitment of interns under the age of 18.
- Procedures for disciplinary action and dismissal and those covering injury and accidents.

Key elements that were substantively changed or added for the internship program are as follows:

- Program overview

- Qualifications for internship
- Classification, operational title & salary range
- Intern assignment of duties
- Internship program placement action form
- Intern application form
- Weekly timesheet and sign-in log form

The other distinguishing element of the internship policy was the development of a separate policy and procedures handbook specifically for City departments. The ***Policy and Procedures Handbook for City Department*** provides the step-by-step procedures of ***Internship Policy P-HR-0612***. Specifically, the handbook reiterates the policy with an added emphasis on the steps necessary for a department head to design and implement a program specific for its department, including, but not limited to identifying needs of the departments, creating a position description based on needs and/or projects identified, and creating a work plan.

A final element that differentiates the program from the volunteer program, prior to any implementation of an internship program, department heads are required to have appropriated a City Council approved budget through the annual budget process or by making a formal request at a regular City Council meeting.

#### **FISCAL IMPACT**

Adopting the City of St. Helena Internship Program Policy & Procedures Handbook will have no impact on the City's budget. The policy and procedures require that any department considering an intern program must have a City Council approved budget in place prior to any intern program implementation.

#### **RECOMMENDED ACTION**

Approve.

#### **ATTACHMENTS**

1. Internship Policy P-HR-0612
2. City of St. Helena Internship Program Policy & Procedures Handbook for City Departments
3. City of St. Helena Internship Program Policy & Procedures Handbook for Interns
4. Resolution

	<b>City of St. Helena</b> Administrative Policy	Policy Internship Policy
		<b>Page 1 of 5</b>

Title: <b>Internship Policy</b>	Policy #	P-HR-0612
	Revision #	001
	Implementation Date	2016-08-09
	Last Update Date	2016-08-05 KR
Approval by City Manager		Date Approved

### **I. Overview of Purpose and Scope of this Policy**

The purpose of this Policy is to establish guidelines for department heads and managers to effectively implement and manage an intern program for their department. The internship program establishes the expectations of student interns and aims to provide student interns with an opportunity to enhance the student's classroom learning experience through practical care-related work experience.

### **II. Authority**

This policy is an implementation of the City Manager's authority under the City of St. Helena's Municipal Code and shall take precedence over any inconsistent provisions of prior approved Personnel or Administrative policies. To the extent any previous administrative policies or administrative direction issued by the City Manager is inconsistent with this Policy, those inconsistent policies and directions are hereby repealed and rescinded.

### **III. Policy**

#### **A. Program Overview**

The Internship 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 internships provides 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.

#### **B. Qualifications**



1. 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.
2. The selected candidate must be able to pass a background investigation and pre-employment physical examination.

**C. Classification, operational titles and salary ranges**

1. All interns are at-will employees whose employment may be terminated by the City Manager at any time with or without cause, including before the scheduled end of the employee's internship. Interns do not have any appeal rights with regards to their employment as interns. Additionally, the City's Personnel or Administrative policies do not apply to interns unless required by law [or unless explicitly made applicable to interns by action of the City Manager.]
2. Human Resources will classify all interns under an "Intern" classification. Salary ranges will be based on four levels according to the intern's education and current school enrollment status as described below.<sup>1</sup>
  - a. Level I – Intern
    - i. High school students enrolled in regular high school classes
    - ii. Those enrolled in an alternative vocational high school
    - iii. Students working toward high school equivalency
  - b. Level II - Intern
    - i. Freshman or Sophomore year college students
    - ii. Community college students
    - iii. Vocational school students who have completed high school
  - c. Level III – Intern
    - i. Junior or Senior year college students
    - ii. Recent graduate of a bachelor's degree or equivalent
    - iii. Student Interns at this level must work in their chosen field of study
  - d. Level IV – Intern
    - i. Professional and post-graduate school students
    - ii. Student Interns at this level must work in their chosen field of study
3. Departments are encouraged to use an "operational title" appropriate for the intern's salary level and assignment of duties

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<sup>1</sup> A higher pay range may be considered based on additional work experience and certifications.



4. Salary ranges may be amended from time to time, therefore are not listed in this section and can be found on the Salary Schedule located on the City's Intranet.
5. Prior to any implementation of an intern program in the department, department heads must have appropriated a City Council approved budget through the annual budget process or by making a formal request at a regular City Council meeting.

#### D. Staff Procedures

1. **Identify needs of the department.** Researching the needs of the department beforehand will save substantial time in making adjustments after the internship program has begun. Consider:
  - a. Projects/work assignment the intern will undertake;
  - b. Minimum experience/qualifications required to complete the project/work assignments;
  - c. Best time of year to hire;
  - d. Length<sup>2</sup>;
  - e. Location where work will be performed.
2. **Create a position description.** Creating a position description will ensure that all parties involved have a clear understanding of the expectations of the intern. Use the *Position Description Template* found in the City of St. Helena Internship Program, Policy & Procedures Handbook for City Departments. Key items to identify are the following:
  - a. Proper operational title;
  - b. Description of the department;
  - c. Identification of intern's supervisor or mentor<sup>3</sup>;
  - d. Clear description of the position, general responsibilities, and learning objectives;
  - e. Necessary knowledge, skills, and abilities needed to be successful in the position;
  - f. Minimum education and experience requirements.
3. **Create a work plan.** Programs that do not have a structured plan from the beginning create opportunities for unclear expectations for the student and supervisor. This can lead to an internship experience that lacks quality for both the student and the organization. Use the *Work Plan Template* found in the City of St. Helena Internship Program, Policy & Procedures Handbook for City Departments. Develop a work plan that:
  - a. Assigns projects that relate to the intern's area of study;
  - b. Project and/or assignments cannot be currently assigned unit work of the City's bargaining groups (SHEA or POA)
  - c. Identifies action steps that correlates to intern's goals and learning objectives.

<sup>2</sup> Duration of internship cannot be more than 6 months or 1,000 hours, whichever is less.

<sup>3</sup> Supervisor or mentor must be a mid-manager or department head.



4. **Recruit for the position.** Once parameters for the internship have been identified and agreed upon, you are now ready to begin recruiting for the position. Department heads may post the position description on the City's website, and any other job boards. Be sure to include the **City of St. Helena Internship Program, Policy & Procedures Handbook for Interns** provided in Section V - Attachments of this policy with the posting.

When reviewing candidate applications, identify the department expectations as it relates to skills that you need. Keep in mind that preferred candidates meet the minimum experience/qualifications identified.

When appropriate candidates are selected, interviews made be scheduled. If applicable, schedule second interviews. Prior to any intern placement or offer, department heads must submit the following to Human Resources:

- a. Internship Program Action Form;
- b. Intern Position/Posting Description;
- c. Intern Work Plan.

Once all forms have been submitted, Human Resources will draft the offer letter and provide to the intern an official City offer.

6. **Execute the internship.** Now that the internship program is in place and the position has been filled, it is time to bring the intern on board and execute the program and work plan. Upon arrival, departments will use the **Intern Orientation Checklist** provided in Section V - Attachments of this policy to:
  - a. Review behavior/performance expectations;
  - b. Review learning objectives;
  - c. Discuss projected assignments;
  - d. Discuss training schedule (i.e., orientation, professional development sessions, etc.);
  - e. Schedule times for supervision sessions (if not already scheduled);
  - f. Provide opportunity for interns to discuss their expectations.

As the internship progresses, departments may notice that they have under or overestimated the capabilities of a student, or what can realistically be accomplished during the internship. It is a good time to document the performance of the intern, assess their contributions, and reflect upon the projects assigned to students, the training received, and what could be modified to improve the next internship.

7. **Conclude the internship.** There are various ways to conclude an internship. Often, how internships end depend largely on the performance of the intern, whether or not a part-time or full-time position will be offered, and whether other internships will be available in the future. Departments may choose to:
  - a. Provide opportunities for the interns to do presentations to recap their internship experience. This can be a great opportunity for the intern to



demonstrate their accomplishments and for other employees to see the value of internships.

- b. Discuss future employment options with the student (if applicable).
- c. Hold focus group sessions and/or exit interviews with interns to discuss the experience. Surveys can be used to facilitate this process. Possible questions include:
  - i. What went well?
  - ii. What could be improved?
  - iii. Did the intern feel the workload was manageable?
  - iv. Were all the learning objectives met?
  - v. What was the interns overall impression of the employer and industry?
- d. Host a going away party for the intern.
- e. Take the intern to lunch/dinner.
- f. Provide a letter of recommendation or certificate of completion.

#### **IV. Definitions**

- A. None.

#### **V. Attachments**

- A. City of St. Helena Internship Program, Policy & Procedures Handbook for City Departments.
- B. City of St. Helena Internship Program, Policy & Procedures Handbook for Interns.



City of St. Helena **INTERNSHIP PROGRAM**  
Policy & Procedures **Handbook**  
*for City Departments*



Adopted August 9, 2016<sup>1</sup>

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<sup>1</sup> The City Manager is authorized to revise, amend, or abolish the City of St. Helena Internship Policy and Procedures Handbook for City Department, in a manner consistent with the Council adopted policy.

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# Part 1: The Basics of an Internship Program

## Internship Program Overview

An internship is an opportunity to enhance a student's classroom learning through practical career-related work experience. The City's internships should have the primary goal of providing students supervision and a chance to learn while contributing to the City's needs.

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.

## Qualifications

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.

## Benefits of Hiring a Student Intern

Internships were rated by employers as one of the most effective recruiting methods for hiring new college graduates, according to the 2011 Job Outlook survey conducted by the National Association of Colleges and Employers (NACE).

The internships provide the following benefits:

- Interns can assist with special events and/or short-term projects.
- Interns may offer new ideas and innovative approaches.
- Interns are typically self-motivated and eager to gain experience.
- Mentoring an intern provides your staff member an opportunity to develop supervisory skills.
- An intern can be evaluated and trained for possible future employment.
- Providing internships can be a cost-effective solution for short-term projects.
- 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.

## Intern Classification, Operational Title & Salary Range

Human Resources will classify all interns under "Casual Worker" classification. Salary ranges will be based on four levels according to 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

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

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

Departments are encouraged to use an "operational title" appropriate for the intern's salary level and assignment of duties. Salary ranges may be amended from time to time, therefore are not listed in this section and may be found under the Appendix Section – Salary Ranges.

Prior to any implementation of an intern program in the department, department heads must have appropriated a City Council approved budget through the annual budget process or by making a formal request at a regular City Council meeting.

## Meaningful Learning Experience

Meaningful learning experiences provide genuine opportunities for students to learn about their desired career path in public service. The main components in providing a meaningful experience are:

- The internship should be aligned with the student's chosen major.
- The internship should include specific measurable learning objectives/outcomes.
- The intern must be closely supervised to ensure they are receiving guidance and feedback regarding their performance.
- The intern should have time to reflect on the learning objectives and summarize their experience.

## Part 2: Creating an Internship Program

Creating a successful internship program can be a daunting task. The Human Resources Department has created this resource guide to assist in the process and will work with departments in developing a successful internship program. The goal of this handbook is provide you the essential tools to develop and implement a successful internship program for your department.

The following six steps offer an outline for creating, administering, and evaluating the quality of your internship program. *Part 3: Appendix* provides templates for your department to reference as needed.

### Step 1: Identify the needs of the department

Researching the needs of your organization beforehand can save substantial time in making adjustments after you have already begun the internship program. Consider:

- What are your current needs?
- What kind of projects/work assignments do you foresee interns undertaking?<sup>3</sup>
- What is the minimum experience required to complete the projects/work assignments?
- What is the best time of year to hire student interns?

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<sup>3</sup> Projects and/or assignments cannot be currently assigned unit work of the City's bargaining groups (SHEA or POA).

- How long should your internship last?<sup>4</sup>
- Do you have the work space available to support the desired amount of interns?
- Interns must obtain hands-on experience similar to that in a vocational setting.

## Step 2. Create a position description

Creating a position description will ensure that all parties involved have a clear understanding of the expectations of the intern. Use the **Position Description Template** to identify the following:

- A proper title.
- A description of the department and work environment.
- Assignment of a supervisor or mentor<sup>5</sup>.
- A clear description of the position, general responsibilities, and learning objectives.
- The necessary knowledge, skills, and abilities needed to be successful in the position.
- The minimum education and experience requirements.

## Step 3. Create a work plan

Programs that do not have a structured plan from the beginning create opportunities for unclear expectations for the student and supervisor. This can lead to an internship experience that lacks quality for both the student and the City. Use the **Work Plan Template** to create the plan. Suggestions for maximizing the intern's success and creating a training plan are as follows:

- Assign projects that relate to the intern's area of study.
- Identify action steps that correlates to the intern's goals and learning objectives.
- Provide sufficient and appropriate training.

Interns should have a supervisor or mentor committed to the professional development of the intern. Determining day-to-day and week-to-week projects, work assignments, tasks, and responsibilities prior to bringing your interns on board will also help your intern become successful in his or her new role. This may include a schedule and/or training plan that contain standing weekly appointments such as supervisory and feedback sessions, documented projects, professional development and training opportunities, etc.

## Step 4. Recruit for the position

Once parameters for the internship have been identified and agreed upon, you are now ready to begin recruiting for the position. Department Heads may post the position description on the City's website, and any other job boards they choose. Be sure to include the **City of St. Helena Internship Program Policy & Procedures Handbook** with the posting.

When you begin receiving candidates, it is important to identify your expectations as it relates to skills needed. Do you prefer candidates with prior customer service experience, knowledge of Microsoft Office, excellent writing skills, etc.? This is where you can reflect back to step 2, determine the minimum qualifications you are seeking, and choose the most appropriate candidates.

Once you have selected the appropriate candidates, you are now ready to schedule the first round of interviews. If applicable, you may then schedule second interviews with those students that you are interested in. Once you have selected the interns based on their interviews and skills, you are ready to make the internship offer.

## Step 5. Execute the internship

Now that you have created a work plan and filled the position, you are ready to bring your intern on board

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<sup>4</sup> Duration of internship cannot be more than 6 months or 1,000 hours, whichever is less.

<sup>5</sup> Supervisor or mentor must be a mid-manager or department head.

and execute the plan. Students are eager to have an opportunity to demonstrate what they have learned in school and prove themselves. Upon arrival, use the **Intern Orientation Checklist** to:

- Review behavior/performance expectations
- Review learning objectives
- Discuss projected assignments
- Discuss training schedule (i.e., orientation, professional development sessions, etc.)
- Schedule times for supervision sessions (if not already scheduled)
- Provide opportunity for interns to discuss their expectations

As the internship progresses, departments may notice that they have under or overestimated the capabilities of a student, or what can realistically be accomplished during the internship. It is a good time to document the performance of the intern, assess their contributions, and reflect upon the projects assigned to students, the training received, and what could be tweaked to improve the next internship.

## Step 6. Conclude the internship

There are various ways to conclude an internship. Often, how internships end depend largely on the performance of the intern, whether or not a part-time or full-time position will be offered, and whether or not other internships will be available in the future.

Some ideas for the final days of the internship are:

- Provide opportunities for the interns to do presentations to recap their internship experience. This can be a great opportunity for the intern to demonstrate their accomplishments and for other employees to see the value of internships.
- Discuss future employment options with the student (if applicable).
- Hold focus group sessions and/or exit interviews with interns to discuss the experience. Surveys can be used to facilitate this process. Possible questions to include:
  - What went well?
  - What could be improved?
  - Did the intern feel the workload was manageable?
  - Were all the learning objectives met?
  - What was the interns overall impression of the employer and industry?
- Host a going away party for the intern.
- Take the intern to lunch/dinner.
- Provide a letter of recommendation or certificate of completion.

City of St. Helena **INTERNSHIP PROGRAM**

**Appendix of Templates**

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This form must be submitted to the Human Resources Department to place an Intern.

# CITY OF ST. HELENA

## Internship Program Placement Action Form

INTERN NAME:  ID:   
\*To be assisted by HR

### CLASSIFICATION ACTION:

New Hire  Promotion/Demotion  Step Increase  Disciplinary  Other

Intern Working Title:

Salary Classification:  Level I  Level II  Level III  Level IV

Budget Approved:  Annual Budget, FY 20  By Resolution: RESO 20

Budget Amount: \$  GL:

### CLASSIFICATION CHANGES:

Classification Change:

Probationary  Regular  Temporary  Part-time  Casual  Intern

Suspension  Leave without pay, until:

### PAYROLL ACTION:

Current Range and step:  Rate:

New Range and step:  Rate:

Special Pay Description:  Rate:

### TERMINATION:

Resignation  Dismissal  End of Assignment  Convenience of City

Other:

### COMMENTS/SPECIAL ACTION:

EFFECTIVE DATE:

DEPARTMENT HEAD:

DATE:

CITY MANAGER:

DATE:



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

## Position/Posting Description

**Position Title:** Operational Title  
**Department:** Human Resources  
**Number of Openings:** 2

**Start Date:** January 20, 2016  
**End Date:** May 31, 2016  
**Hours per Week:** 15-20  
**Work Schedule:** Mon – Fri (flexible shifts)

**Department Profile:** The City of St. Helena employs over 100 full time and part time employees. Our mission is to serve our community and attract and retain a strong workforce committed to serving the public. We provide a wide variety of positions from Police Officers to Librarians, Plant Operators to Lifeguards and Administrative Assistants to Engineers! The City offers many challenging and fulfilling positions in one of the most beautiful communities in the world.

The Human Resources Department provides the following services:

- Recruitment of new employees
- Benefits
- Training
- Retirement
- Risk Management
- Information technology

**Position Description:** The human resources intern will be responsible for re-organization of personnel records and assist in records retention.

**Learning Outcomes:**

By the end of the internship, the intern will learn how to:

- Understand what personnel records must be maintained by law, how records must be maintained, and how long files must be retained.
- Gain working knowledge of the applicability of the Law of Personnel Records and Files.

**Qualifications:**

- Strong organizational skills.
- Candidates with experience in human resources or management.
- Undergraduate students majoring in human resources or related field.
- Minimum GPA of 3.0 preferred

**Application Instructions:**

Please send cover letter, resume and intern application to: [name@cityofstheleena.org](mailto:name@cityofstheleena.org).



# City of St. Helena INTERNSHIP PROGRAM

## Intern Orientation Checklist

INTERN INFORMATION			
Name:		Start date:	
Position:		Supervisor/Mentor:	
FIRST DAY			
<input checked="" type="checkbox"/> Provide intern with City of St. Helena Internship Policy and Procedures Handbook.			
POLICIES			
<input type="checkbox"/> Review key policies.	<ul style="list-style-type: none"> <li>• Anti-harassment</li> <li>• Intern absence</li> <li>• Social media/cell phone use</li> <li>• Holidays</li> <li>• Time and leave reporting</li> <li>• Overtime</li> <li>• Performance reviews</li> <li>• Dress code</li> </ul>	<ul style="list-style-type: none"> <li>• Personal conduct standards</li> <li>• Security</li> <li>• Confidentiality</li> <li>• Safety</li> <li>• Emergency procedures</li> <li>• Visitors</li> <li>• E-mail and Internet use</li> </ul>	
ADMINISTRATIVE PROCEDURES			
<input type="checkbox"/> Review general administrative procedures.	<ul style="list-style-type: none"> <li>• Office/desk/work station</li> <li>• Keys</li> <li>• Mail (incoming and outgoing)</li> <li>• Shipping (FedEx, DHL, and UPS)</li> <li>• Business cards</li> <li>• Purchase requests</li> </ul>	<ul style="list-style-type: none"> <li>• Telephones</li> <li>• Building access cards</li> <li>• Conference rooms</li> <li>• Picture ID badges</li> <li>• Expense reports</li> <li>• Office supplies</li> </ul>	
INTRODUCTIONS AND TOURS			
<input type="checkbox"/> Give introductions to department staff and key personnel during tour.			
<input type="checkbox"/> Tour of facility, including:	<ul style="list-style-type: none"> <li>• Restrooms</li> <li>• Mail rooms</li> <li>• Copy centers</li> <li>• Fax machines</li> </ul>	<ul style="list-style-type: none"> <li>• Bulletin board</li> <li>• Parking</li> <li>• Printers</li> <li>• Office supplies</li> </ul>	<ul style="list-style-type: none"> <li>• Kitchen</li> <li>• Coffee/vending machines</li> <li>• Cafeteria</li> <li>• Emergency exits and supplies</li> </ul>
POSITION INFORMATION			
<input type="checkbox"/> Introductions to team.			
<input type="checkbox"/> Review learning objectives, initial job assignments and training plans.			
<input type="checkbox"/> Review position description and performance expectations and standards.			
<input type="checkbox"/> Review position schedule and hours.			
<input type="checkbox"/> Review payroll timing, time cards (if applicable), and policies and procedures.			
TECHNOLOGY			
<input type="checkbox"/> Hardware and software reviews, including:	<ul style="list-style-type: none"> <li>• E-mail</li> <li>• Intranet</li> </ul>	<ul style="list-style-type: none"> <li>• Microsoft Office System</li> <li>• Data on shared drives</li> </ul>	<ul style="list-style-type: none"> <li>• Databases</li> <li>• Internet</li> </ul>





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

## Intern Performance Evaluation

**Name of Intern:** Click here to enter text.  
**Supervisor Name:** Click here to enter text.

**Department/Division:** Click here to enter text.  
**Supervisor Title:** Click here to enter text.

Please rate the intern based on their performance in the following categories.

Category	Outstanding	Exceeds Expectations	Meets Expectations	Below Expectations	Needs Improvement
<b>Communication</b> Effectively translates ideas, both verbally and in writing; practices attentive and active listening; speaks clearly and directly.					
<b>Team Work</b> Team player; works cooperatively with others in the department; applies teamwork skills to a variety of situations; builds consensus.					
<b>Work Habits</b> Manages times effectively; accepts responsibility; adapts to changing priorities.					
<b>Problem Solving</b> Identifies challenges; develops creative solutions; develops practical solutions.					
<b>Initiative</b> Adapts to new situations; asks appropriate questions; works well independently.					
<b>Time Management</b> Uses time effectively; arrives to work on time; adheres to deadlines.					
<b>Professional Development</b> Seeks feedback and acts on it; values input and experience of others; asks for help when needed; takes advantage of available training opportunities.					
<b>Personal Attributes</b> Demonstrates commitment, integrity, and honesty; is reliable.					

**Additional Comments:**

**Intern Comments:**

**Supervisor Signature:** \_\_\_\_\_ **Review Date:** \_\_\_\_\_

**Intern Signature:** \_\_\_\_\_



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

## Sample Intern Feedback Form

Name of Intern: [Click here to enter text.](#)

Supervisor/Mentor Name: [Click here to enter text.](#)

Department/Division: [Click here to enter text.](#)

Beginning of Internship: [Click here to enter text.](#)

End of Internship: [Click here to enter text.](#)

**Instructions:** Read each statement below and circle the number that most accurately reflects your internship experience.

Statement	Strongly Disagree					Strongly agree				
1 I attended an orientation.	1	2	3	4	5	1	2	3	4	5
2 I felt welcomed in the work environment.	1	2	3	4	5	1	2	3	4	5
3 The work environment was positive and encouraging.	1	2	3	4	5	1	2	3	4	5
4 My supervisor/mentor clearly defined goals at the beginning of the internship.	1	2	3	4	5	1	2	3	4	5
5 The learning objectives were achievable and realistic.	1	2	3	4	5	1	2	3	4	5
6 My supervisor/mentor provided me with constructive feedback.	1	2	3	4	5	1	2	3	4	5
7 My supervisor/mentor was available when I needed support.	1	2	3	4	5	1	2	3	4	5
8 The internship was challenging and intellectually stimulating.	1	2	3	4	5	1	2	3	4	5
9 I consider this internship to be useful for my career.	1	2	3	4	5	1	2	3	4	5
10 I gained greater appreciation for this industry.	1	2	3	4	5	1	2	3	4	5
11 I would recommend this internship to another student.	1	2	3	4	5	1	2	3	4	5

If you had a choice, would you repeat this internship again?  Yes  No

Why or why not? [Click here to enter text.](#)

Overall, how would you rate this internship?

Poor  Adequate  Good  Excellent

**Additional Comments:**

[Click here to enter text.](#)

Intern Signature: \_\_\_\_\_

Date: \_\_\_\_\_



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

## Salary Ranges

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

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

## Policy & Procedures **Handbook**

### for Interns



Adopted August 9, 2016<sup>1</sup>

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<sup>1</sup> The City Manager is authorized to revise, amend, or abolish the City of St. Helena Internship Policy and Procedures Handbook for Interns, in a manner consistent with the Council adopted policy.

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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.



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

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**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

<b>OFFICE USE ONLY:</b>
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 on 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: _____
------------------	-------------



# 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 CivilCode.

**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

---

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

DRAFT



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

DRAFT

**CITY OF ST. HELENA  
RESOLUTION NO. 2016-**

**Approving a City of St. Helena Internship Policy P-HR-0612, a  
Policy and Procedures Handbook for City Departments, and a  
Policy and Procedures Handbook for Interns**

**RECITALS**

- A. The City values the contribution made by students of all ages and backgrounds; and
- B. City departments benefits from bright innovative and results-oriented individuals; and
- C. To ensure the success of a City Internship programs, city-wide Policy P-HR-0612, and two handbooks were developed (Exhibit A); and
- D. The purpose of the policy and handbooks were to give interns and City staff an overview of the City's policies and procedures concerning development and implementation of an internship program.

**RESOLUTION**

NOW, THEREFORE, the City Council of the City of St. Helena resolves as follows:

- 1. The City Council approves the City of St. Helena Internship Policy P-HR-0612, a City of St. Helena Internship Policy and Procedures Handbook for City Departments, and a Policy and Procedures Handbook for Interns.

Approved at a Regular Meeting of the St. Helena City Council on August 9, 2016 by the following vote:

Mayor Galbraith: \_\_\_\_\_  
 Vice Mayor White: \_\_\_\_\_  
 Councilmember Crull: \_\_\_\_\_  
 Councilmember Dohring: \_\_\_\_\_  
 Councilmember Pitts: \_\_\_\_\_

APPROVED:

ATTEST:

\_\_\_\_\_  
Alan Galbraith, Mayor

\_\_\_\_\_  
Cindy Black, City Clerk