



CITY OF DUBLIN
ADMINISTRATIVE ORDERS
OF THE CITY MANAGER

ADMINISTRATIVE ORDER 2.41
TO: All Department/Division Directors, Supervisors & Student Interns
FROM: Megan O'Callaghan, City Manager <i>Megan O'Callaghan</i>
SUBJECT: Student Intern Program
DATE: January 1, 2023
<i>This Administrative Order supersedes and replaces Administrative Order 2.41, dated September 14, 1994, and Administrative Order 2.34, dated August 13, 2012. Administrative Order 2.34 is rescinded.</i>
PROPONENT: Director of Human Resources

1. PURPOSE

The purpose of this Administrative Order is to provide guidance regarding the Student Intern Program; provide a program policy statement; establish administrative regulations governing the program to Department/Division Directors and other supervisory personnel regarding proper administration of the program and provide a formal pay structure and related administrative guidelines for the intern classification.

2. POLICY

A. It shall be the policy of the City Manager to provide internship opportunities, when possible, to students actively pursuing an educational degree program at the college/university level. The purpose of the internship program shall be to provide the opportunity for students actively pursuing an educational degree program to gain meaningful, practical work experience directly related to their respective field of study. Interns should be assigned responsible duties and assignments and should not be used to perform routine clerical tasks on a regular basis.

B. The nature of the internship program requires the student to work while pursuing their academic studies. The work experience provided through the internship should augment the student's educational experience. In return for the opportunity to gain practical work experience, interns shall be expected to perform duties or become involved with projects or assignments that are directly related to their field of study and to demonstrate responsibility/accountability in producing a quality work product.

3. ADMINISTRATIVE REGULATIONS

The Student Intern Program shall be governed by the following administrative regulations:

(1) Intern positions must be formally authorized either by the approved Annual Operating Budget or as otherwise authorized by the City Manager.

(2) In order for a candidate to be eligible for an internship, the candidate must be actively pursuing a degree program that is directly related to the nature of the intern position available with the City of Dublin. Furthermore, the candidate must be continuously enrolled at a college/university during the time the individual is employed as an intern, with the exception of summer break and the exception referenced in paragraph (8) below. Continued employment as an intern shall be contingent upon continuous enrollment at the college/university level.

(3) All intern positions shall fall into the category of seasonal or temporary, as defined by section 33.02 in the personnel policies and shall be so designated by the approved Annual Operating Budget:

a. Seasonal Employee - An employee who is hired during a particular season of the year, whose appointment usually lasts four months in duration but may be extended up to nine months in duration with prior written approval of the City Manager.

b. Temporary Employee - An appointment to a position of non-permanent character.

(4) The very nature of the internship program requires the student to work while actively pursuing their academic studies. Therefore, internship positions should be part-time in character.

(5) All intern positions shall be in the "Unclassified" service, which means that those individuals serving in such positions shall serve at the pleasure of the City Manager and shall have no property rights to the positions. These individuals may be terminated at any point in their service with the City, and shall have no appeal rights regarding such termination.

(6) The recruitment and selection of student interns must be accomplished in accordance with the process and procedures established by Administrative Order 2.32 (Recruitment/Selection of Seasonal/Temporary Personnel).

(7) The hours that an intern may work will be flexible based upon the student's academic schedule. Interns and their immediate supervisors will utilize the automated timekeeping system to account for all time worked. The intern and their immediate supervisor shall agree on an established work schedule. Such work schedule may be determined based upon the intern's academic quarter/semester class schedule and/or based upon the needs of the City. The intern's immediate supervisor shall be responsible/accountable for monitoring the Intern's work schedule and verifying the

accuracy of the recorded worktime. Expectations of the generally agreed upon work schedule should be documented by the intern’s supervisor.

(8) An individual's employment as an intern shall normally end upon graduation. However, the intern may continue for no longer than one academic quarter or semester following graduation. As stated previously, the nature of the Student Intern Program is to allow the student the opportunity to work while actively pursuing their academic studies. It is not the purpose of the Student Intern Program to provide a transitional or permanent source of employment after graduation.

(9) Interns are not eligible to accrue vacation or sick leave, and are ineligible to receive holiday pay or personal leave.

4. WAGE STRUCTURE

Pursuant to Section 2 ("Wage & Salary Structure/Administration"), paragraph I. of Ordinance 15-17 ("Compensation Plan"), the City Manager shall determine competitive, equitable compensation rates for seasonal, temporary, or other such casual positions. Therefore, the following hourly wage structure is hereby established for interns according to the academic standing:

Intern Pay Grade 1 (\$15.00-19.00/hour)	Intern Pay Grade 2 (\$17.00-21.00/hour)
Accounting/Finance/Payroll	Economic Development
Communications (CPI)	Engineering
Human Resources	Fleet
Outreach & Engagement	GIS/Performance Analytics
Recreation/Fitness	Information Technology (IT)
	Management/OCM
	Planning

Pay Grade 1:

Undergraduate Intern

Freshman	\$ 15.00/hour
Sophomore	\$ 15.50/hour
Junior	\$ 16.00/hour
Senior	\$ 16.50/hour

Graduate Intern

1 st Year	\$17.50/hour
2 nd Year	\$19.00/hour

Pay Grade 2:

Undergraduate Intern

Freshman	\$ 17.00/hour
Sophomore	\$ 17.50/hour
Junior	\$ 18.00/hour
Senior	\$ 18.50/hour

Graduate Intern

1 st Year	\$19.50/hour
2 nd Year	\$21.00/hour

5. STEP PROGRESSION

The initial rate of pay will coincide with the intern's academic standing at the time of hire and as outlined in the aforementioned wage structures for undergraduate and graduate interns. Progression would occur when the intern achieves the next academic standing as an undergraduate or a second year standing as a graduate student. It is the responsibility of the supervisor and incumbent intern to provide documentation, which demonstrates progression of academic standing for associated step progressions.

6. ADMINISTRATION OF WAGE STRUCTURE

A. The Director of Human Resources or designee has the authority and responsibility for administering the aforementioned wage structures, including the accurate assignment of wage rates. The Director of Human Resources also has the authority to resolve any disputes or questions regarding the administration of the wage structures. Any deviations from the normal step progression described in Section 3 may be authorized at the discretion of the Director of Human Resources. In cases where the Director of Human Resources believes that deviations are warranted, proper justification shall be documented and retained within the employee's personnel file.

B. The wage structure contained in this Administrative Order shall be reviewed on a biennial basis by the Director of Human Resources and any recommended amendments will be submitted for approval by the City Manager.

7. CONCLUSION

The intent of this Administrative Order is to provide a basic structure in which the Student Intern Program can be effectively administered yet at the same time allow for a certain degree of flexibility characterized by the nature of most intern positions and to provide pay scales commensurate with experience and need. Any questions regarding this Administrative Order should be directed to Human Resources.