

COUNTY OF IMPERIAL
INTERNSHIP PROGRAM POLICY

The mission of the Imperial County Internship Program is to encourage employees to continue their education and advance their professional aspirations through education. The objective of the program is to provide support to employees who are required to perform an internship to successfully complete an academic degree program. This policy is only applicable for internships completed within a County department and not for internships completed at an organization external to the County.

The Internship Program will allow employees to take unpaid time off from their current assignment for internship hours up to a maximum of one thousand and forty (1,040) hours, to be completed within a three (3) year period. Additional consideration may be provided for academic programs that require additional hours. All fields of academic discipline that are applicable to the services provided by the County will be considered for the Internship Program.

Employees must have satisfactory job performance to apply to the Internship Program and must maintain it while enrolled in the program. While evaluating such performance, the Department Head must consider the work performed in proportion to the number of hours worked in the employee's regular assignment.

To apply for the Internship Program, the employee shall go through the supervisory channels designated by the Department Head of the employee's department and complete the forms provided by the Human Resources Department. The employee's Department Head shall submit the recommendation to the Human Resources Department based on the criteria in this policy. The Human Resources Department will review the application and approve or deny the request. Once approved, the internship will only be cancelled for non-compliance of the program requirements.

Monthly time sheets must be completed by the employee and tracked by the Department. Monthly time sheets shall include the dates and amounts of internship hours that were completed, the unit the intern was assigned to, where the internship was performed, and the immediate supervisor or professional who monitored the intern while completing the Program hours. During the internship, as hours are completed and approved by the department, they will be recorded through the County's timekeeping system. Upon the approval of the department head, and only if operationally possible, employees may be allowed to make up all or a portion of the work hours lost due to the internship within the same work week.

All of the attached Internship Program Requirements must be met in order to participate in the Internship Program.

INTERNSHIP PROGRAM REQUIREMENTS

The following criteria will be used to determine eligibility for the Internship Program:

1. Participation in the program is a one-time benefit.
2. Only regular, full-time employees are eligible to participate.
3. The employee must have a minimum of ten (10) years employment with the County to participate.
4. The employee must have satisfactory job performance when applying to the Internship Program and maintain it while enrolled in the program.
5. The employee must be enrolled at an accredited university as defined by the Western Association of Schools and Colleges (WASC).
6. The degree being sought must be at a level of a Bachelor or Master. Consideration may be given on a case by case basis for other types of college level degrees. The degree must be directly related to the work of the employee's department and/or position, or offer substantial benefit to the County.
7. The internship must be a graduation requisite by the employee's academic institution.
8. Successful and timely completion of the academic internship program is required.
9. The internship must be approved by the Human Resources Department prior to enrollment and must be reviewed every semester/quarter thereafter. Approval must be obtained a minimum of ninety (90) days before the internship begins.
10. The employee's internship schedule must be approved by the department head to ensure the least amount of disruption to the operations of the department.