

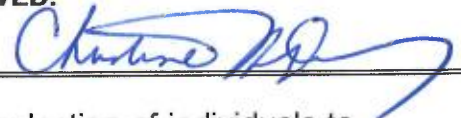
# NEW CASTLE COUNTY

## PERSONNEL POLICY

NUMBER	5.18
PAGE	1 of 3
DATE	05/19/15

SUBJECT: PAID AND UNPAID INTERNSHIPS  
AND CO-OPS

APPROVED:



**OBJECTIVE:** To establish a procedure to be followed for the selection of individuals to fill paid and unpaid internships and cooperative work/study arrangements (co-ops), to ensure a fair and equitable process.

**STATEMENT:** Internships and co-ops serve to strengthen the County's ties to the community and are designed to provide a practical work experience to the student as well as an effective recruitment tool for New Castle County. The work assigned should be challenging, and benefit both the student and the County.

### DEFINITIONS:

- Intern:** Performs professional duties as part of an educational program to support management in the administration of a specialized department function. Interns must currently be enrolled in a Bachelor's or Master's Degree program with an accredited college or university in a field related to the department to which the position is assigned.
- Research Aide:** Performs varied and independent work on various projects, reports, surveys, and general routine office tasks. Must be at least 16 years of age; possession of a high school diploma or GED or completion of at least one (1) year of high school if currently enrolled.
- Co-Op:** Performs entry-level and manual/clerical duties as part of a work/study program to introduce the student to a professional work environment. Must be at least 15 years of age; currently enrolled in high school and completion of one (1) year of high school.
- Paid internship:** Paid position (Intern, Research Aide or Co-Op) may be recurring, or co-op: part-time or temporary. Temporary appointments may be part-time but may not exceed nine (9) months in a calendar year.
- Unpaid internship:** Position for which the selected individual volunteers, is granted school or co-op: credits, and/or is paid by an outside agency but is not placed on the County's payroll. This may include internships and co-ops in which the County is billed by a third party that provides a stipend.

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### PROCEDURES:

1. Internships and co-ops may be filled by the department general manager/row officer with prior approval of the Chief Administrative Officer and Chief Human Resources Officer.
2. Internship and co-op opportunities will be made available to a wide range of students and students shall not be discriminated against on the basis of race, religion, color, national origin, age, gender, disability, sexual orientation, marital status, pregnancy, or genetic information.
3. When obtaining applicants from a formal internship or co-op program, the County expects the educational institution to pre-screen candidates. The County reserves the right to interview to determine that the prospective intern or co-op is a good fit for a particular position/department.
4. Unpaid interns, research aides and co-ops must pass a background check and drug screen prior to their start date, if these processes are not conducted by another agency. Some positions will require a physical examination which must be passed prior to the start date.
5. Paid Interns, Research Aides and Co-Ops must complete formal County applications for employment and the requesting department must submit a position requisition. Individuals selected for recurring part-time positions must pass a physical in addition to the background check and drug test. Temporary employees must pass the background check and drug screen. The tear-off portion of the application (or any document revealing the gender or ethnic group of the applicant) will be removed, placed in a sealed envelope and stapled to the application forms before the hiring managers review the applications. Departments shall be responsible for collecting applications and forwarding to the Office of Human Resources along with other required paperwork such as W-4 form, I-9, direct deposit forms, driver's license, social security card, and other requested documentation.
6. The operating department is responsible for ensuring that all paid internships and co-ops are within the department's budget. The decision to offer a particular internship or co-op will be determined by need and available resources and is subject to change.

**NEW CASTLE COUNTY**

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**APPROVED:**



7. Interns and Co-ops, whether paid or unpaid, must comply with all New Castle County policies. They should be provided with all applicable County personnel policies and be required to sign an acknowledgement indicating receipt.
8. The student's progress should be formally evaluated at regular intervals, but at least by the end of the term, to include an opportunity to provide feedback regarding their work/learning experience.
9. Departments are responsible for ensuring that paperwork required by the school is completed in a timely manner, if applicable.
10. Interns, Research Aides and Co-ops are not eligible for benefits (such as insurance and paid time off).

**REQUIRED ACTION:** Department general managers/row officers and Human Resources staff are responsible for compliance with this policy.

Established: New - 05/19/15