



**CITY OF MILPITAS, CALIFORNIA
STANDARD OPERATING PROCEDURE
Recruitment and Selection**

SUBJECT: POLICY FOR CITY COUNCIL INTERNS

PURPOSE

The purpose of this policy is to establish City policy, guidelines and conditions for the employment of interns by the City Council. The intent of the Milpitas City Council Student Internship Program is to provide college students with a short-term learning experience by allowing interns to observe and gain experience from working directly with elected officials.

PROCEDURES

A. General Conditions

1. The City Council has an approved budget for five interns, one intern for each member of the Council.
2. The City Council internship program is open to undergraduate and graduate students enrolled in an accredited college or university. To be eligible, an intern must meet the minimum qualifications.
3. All City Council interns (henceforth referred to as interns) must continue to be enrolled in a college or university during their employment/service with the City of Milpitas. An intern will be able to continue an existing internship for up to three months after graduation.
4. Interns shall be paid in accordance with the City's Pay Plan and shall be considered unclassified, temporary, unbenefited City employees. Interns are provided with benefits only where required by applicable law. Interns must be fingerprinted and processed through Human Resources and must attend Harassment Prevention Training, New Employee Orientation and other designated mandated trainings.
5. Interns shall be able to work, on average, for a maximum of 20 hours per week and shall be expected to work a minimum of 10 hours per week. Schedules are determined by individual Councilmembers and their interns, depending on the intern's availability and the project needs.
6. The length of the assignment shall be for a maximum of 2 years. In order to maintain an active pool of internship opportunities, and to meet student needs for short-term projects, the recommended term of an internship is between six (6) and twelve (12) months.
7. Internships should benefit the students by providing an educational experience through participation in various assignments for the City Council. Clerical or non-professional tasks should be minimal. Student interns must not perform regular staff assigned work, but rather short-term and project-based work. Interns are not allowed to supervise others.
8. While performance evaluations are not required, the intern should be provided with regular feedback. Please refer to the Human Resources website for resources.
9. Interns have the option to receive college/course credit. It is the responsibility of the student intern to complete any and all required documentation and meet all requirements necessary to receive course/college credit.
10. Interns may be recruited through formal internship programs the City may partner with colleges and universities on, through the City jobs process, or directly by individual Councilmembers. No Councilmember shall select an intern from within his/her immediate family, nor use his/her position to influence another Councilmember to hire an intern from his/her immediate family. Interns are expected

to follow the same hiring steps and requirements as any part time City employee including but not limited to requirements listed in Section A. 4 above. The City of Milpitas is an Equal Opportunity Employer.

11. Interns are eligible to apply for open position recruitments. Interns are not eligible to apply for internal positions recruitments, because they are not full time regular employees. Same rule applies to all part time temporary employees.
12. Interns are at-will employees, who are not guaranteed employment for any specific duration and who may be removed from their assignment for any reason. Interns are not covered by any memorandum of understanding with the City and are not entitled to any due process rights before or upon removal from their assignment.

B. Responsibility of the Councilmember

1. Each Councilmember shall ensure that any selection of an intern is coordinated with the City's Human Resources department to ensure compliance with all City policies.
2. Each Councilmember must assign work that is related to City matters, no personal or campaign related work shall be assigned to the intern.
3. Each Councilmember shall provide regular feedback to the intern.

C. Responsibility of the City Administration

1. Consistent with City employment policy, all student interns must be fingerprinted after a conditional job offer has been made and prior to starting the internship. Fingerprint results are reviewed by Human Resources. Student interns may not start the internship until after the City's receipt and review of fingerprinting results.
2. The Human Resources department will administer a new employee orientation to each intern and any other required trainings.

D. Responsibility of the Intern

1. Interns shall communicate effectively with others.
2. Interns shall have a willingness to learn and apply academic training to required job assignments.
3. Interns shall coordinate and complete all required paperwork for academic credit.
4. Interns shall commit a minimum of 10 hours per week.
5. Interns are requested to provide a minimum of two week advance notification to the Councilmember and the Human Resources department if they wish to discontinue the internship and/or will be graduating.

APPROVED:



Steven G. McHarris, City Manager