

MONMOUTH COUNTY INTERNSHIP PROGRAM POLICY

PURPOSE:

Monmouth County values the contributions that Interns make to the County and recognizes that such individuals benefit both on a professional and personal level from County internships. The Monmouth County Internship Program (MCIP) policy sets forth the procedures, requirements, and responsibilities for a County internship.

SCOPE:

This policy applies to paid and unpaid Interns, and all full and part-time employees tasked with evaluating individuals applying for County internships.

POLICY:

Unpaid Interns do not receive financial compensation from the County. The federal Fair Labor Standards Act (FLSA) provides that unpaid Interns who participate in public sector internships are not considered employees. See U.S. Department of Labor Fact Sheet #71. An aggregate internship period shall not exceed more than six (6) months in a 12-month period, regardless of whether it is full-time or part-time.

Departments shall take into consideration the following criteria when providing work-related opportunities for unpaid Interns:

- Ensure that Interns are provided training similar to what is given in an educational environment, and that the training benefits the Interns
- Ensure that regular, paid employees are not displaced
- Ensure Interns are not promised County employment at the conclusion of the internship

Alternatively, paid Interns do receive financial compensation from the County. The FLSA provides that paid Interns are considered employees and meet the definition of “non-exempt” personnel. In accordance with New Jersey Civil Service Commission (NJCS) regulations, Interns are considered Temporary Appointments and their aggregate internship period shall not exceed more than six (6) months in a 12-month period, regardless of whether full-time or part-time.

Upon completion of the MCIP, Interns will be eligible to apply to any permanent or provisional job posting notices and will be considered if they meet the qualifications and requirements for the posted position, with the clear understanding that successful completion of the MCIP will not guarantee the applicant employment with the County.

College or high school students may perform their internship during one of their school semesters within a 12-month period. The applicable school(s) shall first determine the number of total hours and/or weeks required for the student(s) to fulfill the requirements of their MCIP with the County’s approval.

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PROCEDURES:

The Monmouth County Department of Human Resources (MCHR) is responsible for processing all applications for paid and unpaid Internships emanating from County Departments, Divisions, and non-County entities, e.g., colleges and other institutions of higher learning, private, public, and vocational high schools.

The following workflow should be followed when identifying a position for paid or unpaid internship positions. The required documents must be completed and received in accordance with the appropriate levels of approval prior to any offers being made for internships:

Paid Internships

- A completed Personnel Action Request Form (PARF) and application for employment should be submitted to MCHR for review and approval.
- Affiliation/Letter of Agreement
- Interview acknowledgement form and applicant log
- A conditional offer of employment for an internship will be provided to the applicant upon review and approval of the PARF and application.
- A background check will be conducted, and references will be contacted.
- A final offer letter will be provided to the applicant and will identify a start date.
- All paid Interns are required to attend new employee orientation.

Unpaid Internships

- A completed Personnel Action Request Form (PARF) and Unpaid Internship Application should be submitted to MCHR for review and approval.
- Interview acknowledgement form and applicant log
- A conditional offer of employment for an internship will be provided to the applicant upon review and approval of the PARF and application.
- A background check will be conducted, and references will be contacted.
- The following items must be submitted to MCHR prior to a final offer letter being issued.
 - Affiliation/Letter of Agreement
 - Memorandum of Insurance
- A final offer letter will be provided to the applicant and will identify a start date.
- Unpaid Interns are required to attend an orientation as directed by MCHR as well as a “right to know” seminar.

NOTE: Hiring managers are encouraged to contact MCHR for guidance regarding job descriptions, salary, recruitment, etc.

An **Affiliation/Letter of Agreement** is required and is initiated by the educational institution and outlines: (1) the objectives of the internship experience, (2) the means for monitoring and evaluating the progress of the student Intern, and (3) defines the agreed upon roles and responsibilities of all parties involved. It is an agreement between the educational institution and the County indicating a partnership.

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A **Memorandum of Insurance (MOI)** is initiated by the educational institution and demonstrates that the student is protected by the institution for personal liability while under the County's direct supervision and control. The MOI is required only for unpaid Interns as they are not considered employees of the County.

DEPARTMENT RESPONSIBILITIES

A **New Intern Orientation Department Summary Checklist** to be provided by MCHR must be completed and returned to the appropriate MCHR recruiter/designee within one week of the Intern's start date.

Sponsor/Education Institution Evaluation: The Intern's school shall provide the documents necessary to evaluate the performance of the Intern. The immediate supervisor is responsible for completing such evaluations and are to be reviewed and approved by the department head or designee before being forwarded to MCHR and the Intern's sponsor. The evaluation will be maintained in the Intern's personnel file.

Employee Change of Status: If an Intern's status changes (i.e., paid versus unpaid; hours per week and/or a regular offer of employment is made and accepted by a paid Intern), an Employee Change of Status (ECS) form must be completed and submitted to MCHR.

Separation Form: At the time of separation/end of an Internship for both paid and unpaid Interns, Department Heads are required to complete a Separation Report Form and follow the Monmouth County Separation Policy.

APPLICANT RESPONSIBILITIES:

Application For Employment: All paid Intern applicants are required to complete the County's Application for Employment, and all unpaid Intern applicants are required to complete the County's Unpaid Internship Application. Both applications are available on the County's website at visitmonmouth.com under Employment, How to Apply.

Background Check: All paid and unpaid Interns, including minors, will be required to initiate and receive a cleared background check prior to starting an internship. Minors must complete a Disclosure and Authorized Release Form, which is required to be co-signed by a parent or guardian.

Letters of Professional Recommendation: One letter of professional recommendation is required as part of the application.

Required Documents: Interns are required to complete the following documents:

Paid/Unpaid Internship Hiring Paperwork

- (1) Employment Data Authorization Form (paid and unpaid Intern)

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- (2) Monmouth County Employee Emergency Contact Form (paid and unpaid Intern)
- (3) New Jersey – W4 Form (paid Intern)
- (4) Department of the Treasury Internal Revenue Service – W4 (paid Intern)
- (5) Monmouth County Finance Department Direct Deposit Form (paid Intern)
- (6) Employment Eligibility Verification, USCIS I-9 Form (paid Intern)

Paid/Unpaid Internship Orientation Paperwork

- (1) Employee Guide Acknowledgment Form
- (2) MCHR Orientation Summary Form

New Internship Required Training:

All Interns will be required to participate and complete the following training programs, which are identical to those offered to permanent and temporary County employees.

1. **Right-to-Know training** attendance is required, preferably on the new employee orientation date for regular employees and on the first day of the internship. However, for good cause, Interns may attend another training session so long as it takes place within (30) days of their start date, as required by law.
2. **Preventing harassment and discrimination training** is to be completed on-line within thirty (30) days of the Intern's start date.
3. **Policy acknowledgments:** All Interns will be responsible for acknowledgement of any policy distributions that occur within the timeframe of their internship.

MCHR RESPONSIBILITIES:

Recordkeeping:

The MCHR recruiter/designee ensures that all required documents are received, approved, and maintained within the Intern's MCHR personnel file prior to any offers being made, in accordance with the following procedures:

The MCHR recruiter/designee informs each Intern candidate to initiate and provide the required documents. The MCHR recruiter/designee may also assist the candidate with obtaining these documents. These documents are received and routed in the following order:

1. College or high school representative/designee for approval
2. County Department Head/designee or Parks, Library or other HR designee for approval
3. MCHR recruiter and MCHR Director/designee for review
4. County Counsel for approval
5. County Administration for approval
6. MCHR recruiter/designee for processing

The MCHR recruiter/designee's steps for processing internship documents include: (1) notifying the Department of final approval and next steps, (2) scanning and (3) filing of documents in a centralized file within MCHR.

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Recruitment and Selection:

MCHR will coordinate standard recruitment and selection of Interns with hiring managers in accordance with the same procedures for permanent/temporary candidates and employees. Please note that in some cases, an unpaid Intern may be identified and recommended directly by the educational institution. In the event multiple candidates are identified by a high school or college, hiring managers may choose to interview the candidate(s) to select the most qualified individual for the internship.

Offers of Internship:

Once Interns are selected, the MCHR recruiter/designee will provide a conditional offer of internship contingent upon: (1) a cleared background check, (2) a letter of professional recommendation, and (3) receipt of any additional required documents from the Intern's school. Paid Interns under 18 years old will be required to provide a completed New Jersey Department of Education A300 Combined Certification Form.

OFFER LETTERS:

Conditional Offer Letter: The MCHR recruiter/designee will provide a conditional offer of internship to all prospective Interns. The format, conditions, and terms for paid and unpaid Interns will be outlined in the letter.

Final Offer Letter: Once all the conditions of the conditional offer of internship are met (i.e., background check, etc.), the MCHR recruiter/designee will verbally finalize the offer, provide the final offer letter, and schedule the Intern to attend a new employee orientation. The final offer letter of internship will offer detailed information regarding the new employee orientation.

Consistent with all regular employees and once all offers are finalized, all paid and unpaid Interns will be entered by MCHR into ePersonality (eP). This will initiate the MCITS workflow to obtain a telephone extension, Self Service ID (SSID) and computer setup/email address, if requested by the Department where the Intern is assigned.