



# Intern Policy

Effective Date: January 2006

<b>Owner</b>	Board of Commissioners
<b>Reviewer(s)</b>	Human Resources
<b>Approver(s)</b>	Chief Human Resources Officer
<b>Related Policies</b>	Conduct and Performance Policy, Employment Policy, Volunteer Policy
<b>Related Standards</b>	N/A
<b>Storage Location</b>	iCobb
<b>HR Last Review Date</b>	11/2022
<b>HR Next Review Date</b>	11/2024
<b>HR Review Cycle</b>	Every two years

## 1. PURPOSE

To provide guidelines relative to the management and expectations of paid and unpaid interns. Intern programs are designed to assist students in making effective transitions from the classroom to professional work environments.

## 2. SCOPE

This policy applies to all Board of Commissioners' Interns. If you have questions regarding this policy, contact Human Resources.

## 3. DEFINITIONS

**Internships** – full or part-time positions that exist for a limited period of time, which may or may not offer a salary in return for the opportunity to gain skills and learn about Cobb County Government while performing useful, productive work.

**Interns** are considered as part-time or temporary employees and are treated accordingly.

**Experiencing Cobb County Hands On Program (ECCHO)** – Cobb County's paid internship program. It is designed to identify qualified high school junior and senior students who have educational interests and abilities that can be effectively utilized in government service

## 4. POLICY

Cobb County provides paid and unpaid internship opportunities for eligible high school and college students. These internships are designed to complement and enhance the students' educational focus, while bringing additional talent to the Cobb County workforce. The Intern Policy provides overall guidance and direction relative to the management and expectations of paid and unpaid interns.

## 5. PROCEDURES

### PROGRAM EXPECTATIONS & LIMITATIONS

The Board of Commissioners supports internships through the **Experiencing Cobb County Hands On Program (ECCHO)**. This paid internship program is designed to identify qualified high school junior and senior students or college students who have educational interests and abilities that can be effectively



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utilized in government service. Students must meet the published selection criteria to be eligible for consideration.

All unpaid internship opportunities are determined by department managers/agency directors with no requirement of prior authorization from the County Manager. However, unpaid internships are to be managed in the same way as paid internships with respect to providing meaningful work, creating development plans, administering evaluations, and communicating conduct expectations.

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The duration of the internship can be three months (summer internship), nine months (academic internship) or one year. ECCHO internships are summer internships. All other internship durations are determined by the Department Manager/Agency Director.

Interns should receive meaningful assignments and effective supervision. Interns should be given work that is extracted from a well-designed and effectively implemented development plan that covers the entire course of the internship. The assignments and responsibilities of the intern should reflect the needs and priorities of the Department/Agency. Performance goals and expectations should be adapted each year from the development plan.

Interns are expected to actively perform their duties to the best of their abilities, to be accountable to the Department/Agency, and to remain committed to the philosophies, policies, and procedures of the Department/Agency/County.

Interns are limited to no more than 20 hours per week, with the exception of seasonal interns who are not attending school during the period of the internship.

Children or dependents of department managers/agency directors and the Board of Commissioners are prohibited from participating in the intern program. Interns with such relationships who are participating in the intern program prior to the effective date of this policy will not be affected by this policy. Should any such intern be terminated or leave the position, that individual will be subject to the new policy if the individual applies or reapplies for an internship.

Internships may be terminated in writing at any time by the intern or the County. Paid interns should complete an exit interview.

Interns are expected to govern themselves by the same standards of conduct that apply to all Cobb County employees.

Unless otherwise required by law, Cobb County is not responsible for injuries incurred by interns.

## PROCEDURE

Paid internship positions are identified by Department Managers/Agency Directors with prior authorization from the County Manager. The Human Resources Department must be notified of the request for recruitment of paid interns by an authorized request form. Intern candidates must compete for available positions.

Recruitment of interns for the ECCHO Program takes place annually in the spring. Other internship opportunities will be advertised throughout the year on an as-needed basis. Internship opportunities are



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advertised on the Cobb County Careers website, Cobb County High Schools, and on various college internship and job websites. Students interested in internship positions must complete an application, participate in an interview when requested, ~~and~~ submit to a background check, and provide pre-employment documentation, such as school transcripts.

All interns will be issued County identification badges and must wear the badges at all times when at work. These badges must be surrendered to the department when the internship is terminated.

Interns should receive annual performance feedback. Interns who do not demonstrate satisfactory performance will be dismissed from the program.

Unpaid interns who terminate voluntarily should submit a written notice to their supervisor. Paid interns should submit a written notice and complete an exit interview.

## 6. EXCEPTIONS

Exceptions to this policy must be justified and approved in advance by the County Manager and/or the Board of Commissioners.

## 7. NON-COMPLIANCE

Violations of this policy may include disciplinary action according to applicable County policies.

## REVISION HISTORY

Version ID	Revision Date	Author	Reason for Revision
	01-2006		Adoption
v.1.0-2020	09-2020	Human Resources	Reformat