

COUNTY OF RIVERSIDE

INTERNSHIP PROGRAM GUIDELINES

LEARNING & ORGANIZATIONAL DEVELOPMENT



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I. GENERAL INFORMATION

A. Purpose:

The primary purpose of the Internship Program is to attract the best and brightest of today's university students and recent graduates so they will become interested in Riverside County for full-time employment. Students and recent graduates are encouraged to apply for internship positions which are related to their areas of study in school and are in the fields where they would work if employed as regular County employees.

B. Student Intern Positions:

Student Interns may not be substituted for candidates who have qualified for a County position through examination and are awaiting appointment from an employment list.

The County offers a mixture of paid and unpaid internships depending on the position and budgetary constraints of each sponsoring department. All appointments are part-time hourly, and work in an at-will status at the discretion of the appointing authority. Student Interns only receive benefits offered to TAP employees as outlined in the [TAP Handbook](#) (see section VI).

- Unpaid Interns are employed by the Human Resources Department's Temporary Assignment Program and hold the following classification:
 - Temporary Assistant – Student Intern (Class Code: 13894)
- Paid Interns are employed by the Human Resources Department's Temporary Assignment Program and hold the following classifications:
 - Temporary Assistant – Professional Student Intern (Class Code: 13896)
 - Effective December 2015, Engineering and IT Student Interns are included under this classification.
 - Intern Pharmacist (Class Code: 73610)
 - Building Inspector Intern (Class Code: 33230)
 - Professional Nursing Student Intern (Class Code: 74179)

Interns may be employed until they no longer meet the program requirements, or the department determines that the work is no longer required.

Interns no longer meeting program requirements must be removed immediately and may not be reemployed as an Intern until program requirements have been achieved (see eligibility below). The Internship Program team reserves the right to review all re-applications to determine program eligibility and satisfactory compliance with program requirements.

C. Eligibility:

To participate in the Internship Program, students and recent graduates must meet the eligibility criteria. Students and recent graduates failing to meet the criteria become ineligible and must be removed from the program. Any exceptions to the eligibility criteria must be approved by the Internship Program team. All participating students will be required to provide proof of eligibility by submitting current transcripts upon completion of each term. Students can email their transcripts to internship@rivco.org.

- Student Intern Qualifications:
 1. Unpaid Student Interns must be currently enrolled as part-time or full-time students at an accredited college, training program or current high school student. Paid Professional Student Interns must either be high school students in their senior year or recently graduated (within 3 months) or currently enrolled as part-time or full-time students in a Bachelor's, Master's or Doctoral program. Recent undergraduate or graduate students may qualify for up to one year from their graduation date. Recent graduates must be removed from the program once their one-year graduation anniversary comes to pass *regardless of* when they began the internship.
 2. Students must have and maintain a 2.5 minimum GPA to be eligible to be employed as a Student Intern. Higher GPAs may be required by the hiring department.
 3. Students must be legal permanent residents, U.S. Citizens, or Green Card Holders (permit to work). International students are eligible as long as the department understands that the County does not sponsor international candidates for permanent employment and if an exception has been approved by the Human Resources Director in advance.
 4. In addition to the minimum qualifications above, students must meet additional required and desired qualifications depending on the nature of the internship assignment and needs of the assignment department.
- Exceptions to the above student status requirements, and/or qualification requirements must be reviewed and approved by the Internship Program team in advance.

D. Hours and Duration:

The County's primary interest is to ensure that the student's education is a coequal priority. Work performed in the student's internship should not negatively impact the student's academic progress and academic qualifications by the assigned work hours.

- Student Interns may work a maximum of 20 hours per week during "regular academic sessions" (see definitions). Student Interns may work up to a maximum of 40 hours per week during school holidays if work is available and the Department approves the temporary work schedule.
- Recent graduates may work up to a maximum of 40 hours per week.
- There is no time limit for an internship. Interns may continue the internship as long as they meet the eligibility requirements. Departments are no longer required to submit TAP Extensions for student interns.

E. Supervision and Program Monitoring:

Departments are to provide adequate supervision at all times. In addition, program monitoring can be accomplished with regular evaluations of the student's performance and progress towards the goals of the internship. Assessment is an ongoing process and an essential part of supervision. It is helpful for supervisors to reflect on "how is the intern doing?" while observing day-to-day work. This not only provides a sense of progress the intern is making but provides specific incidents for discussion. Depending upon the nature of

the incident and its importance to the intern's overall development, these discussions may take place during the regular meetings between the supervisor and the intern. They may also be used to document growth and/or areas for continued improvement in the final evaluation conference.

Supervisors are encouraged to visit the [ESP website](#) to download the “Supervisor/Mentor Guide” for detailed information on how to supervise and evaluate student interns.

II. RECRUITMENT AND SELECTION

The following procedures are to be used by departments for the recruitment and selection of Interns. Departments may participate in outreach events and/or refer a particular candidate(s) to the Internship Program for verification that they meet the internship qualifications, or they may request that the Internship Program advertise, recruit, and provide initial screening for all applicants.

A. Departments Referring a Particular Candidate(s):

1. If the department has already identified the candidate(s) they would like to hire, they are responsible for submitting a requisition in the NeoGov OHC system along with the resume(s) and contact information of the selected candidate(s) for processing.
2. The Internship team will then contact the candidate(s) for any required documentation (i.e., resume, unofficial transcripts, enrollment verification, diploma, etc.) to verify eligibility.
3. Once the documents have been received and eligibility has been established, the Internship team will contact the candidate(s) to begin the onboarding procedures (described below).

B. Departments Requesting an Internship Recruitment:

1. If the department has not already identified the candidate(s) and would like to request an active intern recruitment, they are responsible for submitting a requisition in the NeoGov OHC system along with an [Internship Position Evaluation](#) form. The form can be uploaded as an attachment when submitting the requisition or be emailed directly to internship@rivco.org.
2. The recruiter will review the requisition and Internship Position Evaluation form and reach out to the department for additional information if required.
3. The recruiter will market the position utilizing advertising methods, including college electronic job boards and the Riverside County Human Resources job announcement webpages. In addition, an email marketing campaign will be distributed to the established university program contacts. Postings are generally open for two weeks to allow students time to apply.
4. Once the posting has closed, the recruiter will review the resumes and identify top candidates depending on how many students the department would like to interview. The resume review process can take 3-5 business days.
5. Resumes will then be forwarded to the hiring department to schedule interviews and make a selection. If requested by the hiring department, the recruiter will interview the candidates and make a selection.

6. The recruiter will contact the selected candidate(s) for any required documentation (i.e., resume, unofficial transcripts, enrollment verification, diploma, etc.) to verify eligibility.
7. Once the documents have been received and eligibility has been established, the recruiter will contact the candidate(s) to begin the onboarding procedures (described below).

C. Onboarding Procedures:

The candidate will be contacted by the Intern team to complete the following steps:

1. Schedule a meeting to conduct a Live Scan background check (fingerprinting) and complete hiring paperwork. Live Scan results from the Department of Justice and FBI are typically received in 48 hours but occasional delays can take up to 30 days.
2. Upon clearance of the background check, the Intern team will schedule a physical examination with the Occupational Health Office. The physical requirement can be waived for unpaid interns in a strictly clerical/administrative internship. Clearance for the physical exam can take anywhere from 1 day to 1-2 weeks depending on the student's availability.
3. Upon clearance from the background check and physical exam (if required), the Intern team will contact the department and student to determine a start date.

Note: All offers of employment for a student internship are contingent upon the results of the background check, which will include, at a minimum, a criminal record check through the California Department of Justice and Federal Bureau of Investigation. In addition, where required, the offer is contingent upon a satisfactory drug and alcohol screening test and physical examination to determine physical ability to perform the duties of the position offered. The background check and physical exam must be completed prior to employment commencing. Applicants who fail the drug test component of the physical examination, where required, will be ineligible for employment with Riverside County for one year, in accordance with Board Policy.

III. PAID INTERNS: PROFESSIONAL STUDENT INTERNS

A. Processing Appointments and Wage Increases

Intern appointments and wage adjustments for paid interns will be processed in accordance with the following guidelines.

Student Interns are responsible for submitting current transcripts upon the completion of each term to maintain their eligibility for employment and determine how many units they have earned. Wage increases are contingent upon academic unit completion and will be effective the pay period following the receipt of verification.

Any alterations to the transcripts will invalidate the form. It is the responsibility of the Professional Student Intern to keep the Internship Program informed regarding their cumulative units earned to authorize rate increases. Failure to keep the Intern Program informed could result in the loss of the higher wage until verification is provided.

B. Determination Of Wage Rates

- Undergraduate college students are paid based on cumulative units **earned**, not proposed or in process.
- High school students or recent graduates (within 3 months) will be paid the minimum hourly wage rate of the PSI classification.
- Transfer units that are applicable towards a degree are accepted.
- Legislative Interns are paid based on grant restrictions regardless of class level.
- Exceptions to the below wage rates must be approved by the Internship Program.

Temporary Assistant - Professional Student Intern: Class Code 13896

Non-Engineering or IT Interns

Rate	1	2	3	4	5	6	7
Hourly Wage	\$15.00	\$15.50	\$16.00	\$17.00	\$18.00	\$19.00	\$20.00
Semester Units Completed	0 – 29.5	30 – 59.5	60 – 89.5	90+	Recent Graduates from Bachelors Programs	Graduate Students	Recent Graduates from Masters Programs
Quarter Units Completed	0 – 44.5	45 – 89.5	90 – 134.5	135 +	Recent Graduates from Bachelors Programs	Graduate Students	Recent Graduates from Masters Programs

Engineering and Information Technology Student Interns

Rate	1	2	3	4	5	6	7
Hourly Wage	\$17.00	\$17.50	\$18.00	\$19.00	\$20.00	\$21.00	\$21.23
Semester Units Completed	0 – 29.5	30 – 59.5	60 – 89.5	90+	Recent Graduates from Bachelors Programs	Graduate Students	Recent Graduates from Masters Programs
Quarter Units Completed	0 – 44.5	45 – 89.5	90 – 134.5	135 +	Recent Graduates from Bachelors Programs	Graduate Students	Recent Graduates from Masters Programs

High School Students/Recent Graduates

Rate	1
Hourly Wage	\$ 15.00

Doctoral Candidates

Rate	1
Hourly Wage	\$ 21.23

For all other internships, please review the job classification on the Human Resources website for requirements and wage information: <https://www.governmentjobs.com/careers/riverside/classspecs>

IV. UNPAID INTERNS

An internship is meant to facilitate student learning opportunities outside the classroom and to provide the opportunity to apply classroom theory to "real world" situations, thus enhancing the students' academic and career goals. Although public sector employers are allowed to have unpaid interns that are willing to volunteer their time, it is important that County departments ensure that the student interns are first and foremost receiving an educational experience. This can include sending them to professional development workshops and trainings; inviting them to participate in meetings and networking opportunities; and teaching them skills they can use in multiple employment environments. For more suggestions and tips on how to create an educational internship program, visit the [ESP website](#) to download the "Supervisor/Mentor Guide".

A. Legal Issues: Staying in Compliance

From: [Fact Sheet #71: Internships Under The Fair Labor Standards Act](#)

Under the Fair Labor Standards Act, The Department of Labor Wage and Hour Division (WHD) has included rules "for-profit" employers must follow if they offer unpaid internships; however, there is an exception for nonprofit and public sector employers as described below:

"* The FLSA makes a special exception under certain circumstances for individuals who volunteer to perform services for a state or local government agency and for individuals who volunteer for humanitarian purposes for private non-profit food banks. WHD also recognizes an exception for individuals who volunteer their time, freely and without anticipation of compensation for religious, charitable, civic, or humanitarian purposes to non-profit organizations. Unpaid internships in the public sector and for non-profit charitable organizations, where the intern volunteers without expectation of compensation, are generally permissible. WHD is reviewing the need for additional guidance on internships in the public and non-profit sectors."

There are the 6 criteria the Federal government has provided for "for profit" employers to adhere to when implementing an unpaid internship program. It is recommended that departments be aware of these criteria and design their internship program to follow them as closely as possible. Although the FLSA does not specify any limitations or restrictions to the types of services unpaid interns may "volunteer" for in the public sector, it should be a learning experience that primarily benefits the student rather than the department.

"The Test for Unpaid Interns"

There are some circumstances under which individuals who participate in "for-profit" private sector internships or training programs may do so without compensation...

The following six criteria must be applied when making this determination:

1. The internship, even though it includes actual operation of the facilities of the employer, is similar to training which would be given in an educational environment;

2. The internship experience is for the benefit of the intern;
3. The intern does not displace regular employees, but works under close supervision of existing staff;
4. The employer that provides the training derives no immediate advantage from the activities of the intern; and on occasion its operations may actually be impeded;
5. The intern is not necessarily entitled to a job at the conclusion of the internship; and
6. The employer and the intern understand that the intern is not entitled to wages for the time spent in the internship

For more information about some of the most commonly discussed factors “for-profit” private sector internship programs must consider, visit: <http://www.dol.gov/whd/regs/compliance/whdfs71.htm>

V. TERMINATION AND SEPARATION

- Student Interns are at-will employees and may be terminated for any reason.
- Prior to separation, supervisors should conduct a final evaluation of the intern’s performance. Assessment should be confined to the areas specified in the “Internship Position Evaluation” and the “Internship Program Agreement” signed by the intern and the supervisor. It should address the specific tasks agreed upon at that time. As far as possible, the assessment process should introduce the intern to the performance evaluation systems typical of the workplace. The evaluation should have both a written and an oral component.
- Please see the [ESP website](#): to download the “Internship Position Evaluation, Internship Program Agreement” and “Supervisor/Mentor Guide” for details on evaluating the student intern during and upon completion of the internship.
- Email the date of the student intern’s last day of work for reporting purposes and employment termination to internship@rivco.org.

VI. MISCELLANEOUS INFORMATION

Student Interns are TAP employees and are provided with an overview of the TAP Handbook during orientation. For detailed information about TAP, visit their webpage at <https://www.rc-hr.com/Find-A-Job/Job-Searching/Temporary-Medical-Assignment-Program>. Below are explanations to frequently asked questions.

A. Timesheets

Paid Interns must submit a TAP timesheet at the end of each pay period. TAP publishes a timesheet template on their [website](#). Student Interns must use this timesheet and submit it to their supervisors for approval. Supervisors submit timesheets to the department payroll representatives. Temporary Assistants with questions on their paycheck should contact the department payroll representative in the department where they were/are assigned.

Unpaid Interns must submit an hours worked timesheet to internship@rivco.org . Students are provided a template of this timesheet via email when they receive their start date information. Students can also request this timesheet by emailing internship@rivco.org .

B. Workers' Compensation:

Student Interns are covered under the County's Workers' Compensation Program. In the event a Professional Student Intern is injured on the job, the student's immediate supervisor must submit a claim/ report to the Department of Human Resources, Attention Workers' Compensation, Mail Stop # 2180 or call (888) 826-7835 within one work day.

C. Mileage:

Professional Student Interns not receiving regular hourly wages will be reimbursed in accordance with the prevailing IRS Standard Mileage Rate.

D. Retroactive Pay:

Any requests for retroactive pay must be supported by explained extenuating circumstances and must be submitted in writing to the Department of Human Resources, Learning & Organizational Development, c/o College Relations Specialist, mail stop # 1081.

E. Overtime Pay:

Overtime pay will not be authorized for any Professional Student Intern. Overtime, for the purposes of calculation, is paid in accordance with the Fair Labor Standards Act (FLSA). All student interns are considered "non-exempt" for the purposes of overtime calculation.

F. Bilingual Pay:

Professional Student Interns are not eligible to receive premium bilingual pay.

G. Paid Sick Leave

As of July 1, 2015, the Healthy Workplaces/Healthy Families Act of 2014 took effect. Professional Student Interns are eligible for Sick Leave Pay. Eligible employees are provided with a sick bank of 36 hours, per calendar year, upon completion of their 90th day of employment. However, employees may only use 24 hours or three (3) days paid sick leave per calendar year, depending on their normal workday.

H. Retirement Plans

Deductions/contributions for Social Security, the Temporary/Part-Time Employees' Retirement Plan, and the California Public Employee Retirement System (CalPERS) generally depend on the number of hours a Temporary Assistant works in the fiscal year. For the first 1,000 hours of work in a fiscal year, the employee is enrolled in and contributes to the County Temporary/Part-Time Employees' Retirement Plan, which is a 401(a) defined benefit pension plan. The County also contributes to the 401(a) on behalf of the employee. During this time neither the employee nor the County pays into Social Security, and the employee is not enrolled in CalPERS. After 1,000 hours of work in any fiscal year, the employee and County stop contributing

to the 401(a) and begin to pay into Social Security. The employee is also enrolled in CalPERS and begins to make contributions. For the percentage of pay contributed/deducted, see the table below:

Retirement Contributions/Deductions (Percentage of Pay)		
	1000 Hours or Less Worked	More Than 1000 Hours Worked
401 (a)	3.75%	N/A
CalPERS	N/A	6.5%
Social Security	N/A	6.2%
Medicare	1.45%	1.45%
Total	5.2%	15.65%

*These deductions are in addition to State and Federal withholding (per your W-4 and DE-4).

Employees who previously became members of CalPERS – whether through previous employment with TAP, the County, or another CalPERS agency – pay into CalPERS and Social Security from the first day of their employment. Employees filling an assignment that is planned to exceed 1,000 hours also pay into CalPERS and Social Security from the first day of employment. Employees who are retired with CalPERS and drawing a pension do not pay into Social Security, CalPERS, or the 401(a), but these retirees cannot work more than 960 hours in a fiscal year.

I. Medical Benefits

As a County of Riverside Temporary or Per Diem employee, you are eligible to enroll in medical coverage under our Exclusive Care Exclusive Provider Organization (EPO) plan, with no waiting period. Take advantage of this initial opportunity to elect coverage for yourself and your eligible family members. Your initial eligibility period is within the first 60 days of your employment. Eligible employees include your spouse/registered domestic partner and your natural or stepchildren who are under age 26; children of whom you have legal custody or guardianship under age 26; and eligible dependents who are over age 26 who are incapable to self-care. Complete details describing dependent eligibility and documentation requirements are available on the Benefits website at <http://benefits.hr.com>. For details about the Exclusive Care plan benefits, visit the Exclusive care website at www.exclusivecare.com, or call Member Services at (800) 962-1133.

VII. FREQUENTLY ASKED QUESTIONS

Are unofficial transcripts acceptable in lieu of the Student Status Form?

We prefer a completed Student Status Form, however, a recent (1 month old or less), unofficial transcript will also be accepted as proof of enrollment units accumulated. Transcripts must include the current term classes designated as “in-progress”.

Do students from technical/ vocational schools qualify for this program?

Only for internships that require education solely offered through technical/vocational schools. These situations will be reviewed and approved by the Internship team in advance.

Are on-line course credits acceptable units of study?

Yes, as long as they are from an accredited institution and the credits are towards the completion of an academic degree.

Can out-of-County students be employed?

There are generally no Riverside County residency requirements, however, the Legislative Internship requires interns to reside in or near the supervisorial district where the internship is located.

Can international students participate in this program?

Generally students must be legal permanent residents, U.S. Citizens, or Green Card Holders (permit to work). Any exception must be approved by the Human Resources Director in advance.

VIII. DEFINITIONS

Good Standing

Enrolled students maintaining a 2.5 GPA or better cumulatively. Some departments may require a higher GPA.

Accredited

Listed by the US Department of Education as a regionally accredited institute.

Units Acceptable (For Pay Rate Placement)

Regular units, community college units, Advanced Placement (AP) (if accepted by University Registrar's Office), College Level Examination Program (CLEP), and transfer units. Units must be shown on transcript to be accepted.