

Selection and Placement of Interns

An intern is a college or university student who has been selected to participate in a City of Greenville internship program sponsored by a specific City department, or a post-secondary student enrolled in a technical, certificate program in a field that is relevant to a particular City department's endeavors.

All placements of interns by any City department must be first coordinated through the Human Resources Department. When placing interns, the departments shall adhere to the following requirements:

1. Types and Duration of Internships: The number and type of internships will vary based on a department's needs and objectives. Generally, internships are unpaid positions, and the student performs the services for the experience and the course credit received at their respective school. However, a City department, based on need and availability of funding, may offer a limited number of paid student internships each school year. An intern's tenure at the City typically includes the fall, spring, and summer semesters. No internship shall be extended beyond a 12-month period without specific review and approval by the Human Resources Department, and a determination of whether or not a status change is necessary.
2. Eligibility: Qualified interns shall be:
 - Currently enrolled in a post-secondary educational program leading to an undergraduate or graduate degree or to a technical certificate program in a field relevant to a particular City department's functions. Students must retain their student status during the entirety of the internship.
 - Considering a profession related to some aspect of the City's functions and/or objectives. Generally, interns should be advanced enough in their educational programs to have begun taking courses in a field related to their work at the City. However, in some cases, previous work experience or education may substitute for current academic placement.
3. Course Credit for Intern: Course credit is at the determination of each intern's respective school, and is primarily the responsibility of the intern. However, the City department may reasonably assist the intern in establishing a record of the intern's work at the City, and may request the assistance of the Human Resources Department in doing so.
4. Stipend/Allowance: Some universities/colleges may require a stipend for the intern. Others may require an assistantship to fund the placement of a graduate level intern, necessitating the City to enter into an internship placement agreement. If an internship agreement is to be entered into, this should be coordinated through the Legal Department, and a copy of the agreement provided to Human Resources to be placed in the intern's file.

Any such payment(s) to an intern will require the department to determine that there is funding in place for such payment, and that the Department Director has approved such expenditure. If funding permits, the selecting department can offer a fixed amount of money paid at regular intervals as a salary, or pay the intern a stipend in one lump sum at the end of the internship. The amount to be paid as a salary, or as anticipated stipend, should be determined in advance and included in the intern placement letter. Unanticipated stipend payments to interns may be made at the discretion of the Department Director from available department funds, and a record of such payment sent to the Human Resources Director.

5. Selection Process: Each college and university has its own policy and process for advertising and placing interns, and the primary responsibility for this will be that of the intern. However, each department placing an intern will coordinate with the placing university or college to determine that the placement complies with the institution's specific requirements. If more than one intern is to be considered, the placing department will objectively review and evaluate each candidate's application prior to making a selection.

In applying for an internship, the students will submit the following:

- Non-Zoo Interns:
 - a. Intern Program Information Sheet (Exhibit F);
 - b. Letter from the university or college's department head/dean acknowledging that the student is enrolled in school and is participating in the internship program.
 - c. Employee Acknowledgement of the Drug-Free Workplace Act (Exhibit D); and
 - d. Employee Acknowledgement of the Employee Handbook (Exhibit E).
 - Zoo Interns:
 - a. Zoo Internship Application (Exhibit G);
 - b. Zoo Intern Permission Release & Hold Harmless Agreement (Exhibit H);
 - c. Letter from the university or college's department head/dean acknowledging that the student is enrolled in school and is participating in the internship program;
 - d. Employee Acknowledgment of the Drug-Free Workplace Act (Exhibit D); and
 - e. Employee Acknowledgement of the Employee Handbook (Exhibit E).
6. Nepotism: No intern applicant who is a close relative of a member of management may be placed in an intern position, nor later be hired, assigned, or promoted into a position, which would place him/her in the direct chain-of-command of the close relative. Close relatives shall be defined as follows: son, daughter, mother, father, brother, sister, grandfather, grandmother, son-in-law, daughter-in-law, mother-in-law, father-in-law, grandson, granddaughter, and spouse.
 7. Confirmation of Internship Selection: Upon selecting an intern, the department must coordinate with Human Resources to issue a conditional placement offer to the prospective intern. All conditional intern placements offers will be issued by Human Resources.
 8. Criminal Background Screen, Driver's License Checks, Drug Screen and Pre-placement Physical Requirements: The City of Greenville reserves the right to conduct reasonable background and driver's license checks on all placed interns:
 9. Criminal Background Screen: A reasonable screen of criminal history, references, credit and/or relevant background information for prospective interns may be made, depending on the nature and duration of the internship.
 10. Driver's License Check: Human Resources will initiate driver's license checks for all prospective interns who will drive any vehicle on City business.
 11. Drug Screen and Pre-placement Physicals: The employing department will ensure that the intern reports to the City Employee Health Center for a drug screen. The Health Center will notify the intern of results, which must be confirmed "negative" before a physical can be scheduled. Internship applicants taking prescribed drugs may be required to show the prescription bottle, a current prescription, and/or provide a written notice from their doctor if requested. The Human Resources Department will officially withdraw the offer of internship placement made to the candidate upon notice of disqualification. Failure to report for the physical as scheduled, unless for an emergency or overriding need, will also result in disqualification. Disqualification for failure to report will be jointly decided by the selecting department and the Human Resources Director. All interns will be required to sign the Employee Acknowledgment of the Drug-Free Workplace Act (Exhibit D).

The City of Greenville reserves the right to require physical exams based on the nature of the intern's responsibilities. If the physical is required, intern candidates must satisfy all physical examination requirements and any test of skills or abilities deemed appropriate to indicate successful performance of the essential job functions of the position prior to placement. Any necessary physicals will be arranged through the City's Employee Health Center. Failure to successfully pass the physical requirements for the essential functions of the position, with or without reasonable accommodation, or the presence of illegal drugs and/or non-prescribed prescription drugs detected in the drug screen portion of the physical, will disqualify the candidate from consideration.

12. Compliance with Human Resources Policies: While working as an intern with the City, all interns must comply with the City's Human Resources policies, and any violations may result in the immediate termination of the internship. The department must ensure that the intern be given a copy of the City of Greenville's Employee Handbook. All interns will be required to sign the Employee Acknowledgment of the Employee Handbook (Exhibit E). A copy of the acknowledgment receipt should be given to the intern and the original submitted to Human Resources.
13. ID Badge, Parking Passes, and Computer/Phone Access: Interns who meet all City requirements and are selected for an internship with the City, will be issued a City "temporary" ID badge by the Human Resources Department, and this badge should be worn by the intern at all times during the internship. The selecting department shall be responsible for ensuring that the badge is returned to Human Resources immediately upon completion of the internship with the City.

The selecting department must request parking passes from Parking Services and email, internet, and voicemail access from the MIS department, where such is applicable.

14. Supervision of Interns: The department shall designate who will manage the intern during their internship, and communicate such to Human Resources. The department designee will be responsible for setting up the internship program, supervising the student, and documenting the hours worked.
15. Completion of an Internship: An internship cannot last longer than 12-months. At the conclusion of the internship, the placing department is responsible for completing a personnel change order form indicating the ending of the internship, and for collecting all City-issued property from the intern. Human Resources will then notify MIS of the intern's change in status.