



# Taylor County

## Board of County Commissioners'

### Policy Manual

Policy #:	Title:	Effective Date:
4.16	INTERNSHIP AND TRADE/VOCATIONAL PROGRAM	04/16/2020

### PURPOSE

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The purpose of this policy is to provide guidance regarding the Board of County Commissioners Internship and Trade/Vocational Program.

### POLICY

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An integral part of the BOCC's Workforce Development, the Internship and Trade/Vocational Program offers students an opportunity to develop skills and techniques directly applicable to their professional development. These positions are intended to supplement the regular workforce and not displace such.

#### 1. INTERNSHIP AND TRADE/VOCATIONAL REQUIREMENTS

- a. Internships operate per academic year. The duration of participation is one (1) semester; however, participants may be reappointed for up to five (5) additional semesters for a total of six (6) semesters not to exceed 24 months.
- b. Participants must be actively enrolled students in an accredited university, college, or vocational program during their employment in a degree/certificated relevant program.
- c. Participants must be authorized to work in the United States and provide identification supporting citizenship or the authorization to work during the entirety of the internship semester(s).
- d. Participants are classified as a supervised TEMPORARY employee. There are no employment benefits associated with this position and there will also be no obligation for continued employment once the participant has completed this program.

- e. Participants are temporary employees of the County and are required to comply with all statutes and rules; and County policies, procedures, regulations, and Code of Ethics.
- f. Departments shall identify the scheduled number of hours per pay period for each position at the time of advertisement or reappointment.
- g. Departments shall be responsible to ensure approved funding for each Internship is available prior to a request for program participation.
- h. Departments shall allot Internship positions a minimum of twenty (20) hours but not more than forty (40) hours per bi-weekly pay period.
- i. In addition to ongoing supervisory feedback, an **Internship and Trade/Vocational Program Assessment** will be provided to a participant by the hiring manager or supervisor at the end of each semester.
- j. Participants shall complete an **Internship and Trade/Vocational Program Survey** at the end of each semester to provide feedback regarding their experience.

## 2. APPLICATION PROCESS

- a. The County Administrator shall review and approve positions used for the Internship and Trade/Vocational programs.
- b. Positions shall be reviewed by participating Department at the end of each semester to identify vacancies and establish applicant criteria.
- c. Available Internship and Trade/Vocational positions shall be advertised on the County Website and EmployFlorida.com when available.
- d. Applicants must complete and submit an **Intern and Trade/Vocational Application** via email or fax before the deadline identified on the posted advertisement.
- e. The Human Resources Department ensures submitted applications are provided to the appropriate hiring managers and supervisors.
- f. Hiring managers or supervisors shall comply with this policy and all relevant County Policies and Procedures referenced with the **Internship and Trade/Vocational Program Supervisor's Packet** available from the Human Resources Department.

## 3. TRAINING

- a. There is no training required for this policy. However, Participants shall verify eligibility for University Internship credit where applicable.
- b. Participants shall complete New Employee Orientation.

- c. Any required Department specific training will be the responsibility of the participating Department.

4. FORMS

- a. The following forms are available from the Human Resources Department

- i. Internship and Trade/Vocational Program Application
- ii. Internship and Trade/Vocational Program Assessment
- iii. Internship and Trade/Vocational Program Survey

**RESPONSIBLE DEPARTMENT**

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**All Departments**

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**Sunset Date: none**