

Section Name: Employee Relations
Section Number: 400
Policy Number: 431

Effective Date: April 13, 1999
Date of Revision: September 20, 2022

Subject: Intern and Co-op Employees

Overview:

The County is recognized as a quality employer and has the ability to share a valuable and structured work experience for the next generation of workforce. Where possible, the County desires to collaborate with community educational partners to provide work sites where students can gain first-hand experience and knowledge of work in their intended fields of interest and at the same time provide the County and its citizens will valuable work performance.

Purpose. The purpose of this policy is to establish a system for hiring temporary or part-time employees categorized as interns, law clerks and co-op employees.

Scope:

This policy shall apply to all offices, departments and administrative units of the Monroe County Government.

Statement of Policy:

- A. All intern, law clerk and co-op positions shall be approved in advance by the Administrator/Chief Financial Officer. If approved by the Administrator/Chief Financial Officer, all positions shall be processed through the Human Resource Department. When an Elected Official and/or Department Head submits a request to hire under this policy, they must coordinate with the participating school and the Human Resources Department to ensure the student is employed following applicable requirements. To ensure compliance with employment law and related requirements, offices/departments are not to work independently of the Human Resource Department in hiring under this policy.
- B. No intern, law clerk or co-op employee shall perform work or be placed on the County's payroll system until they have been approved and processed by the Human Resource Department upon receipt of all employment documentation submitted by the student and user office/department.
- C. All intern, law clerk and co-op employees shall be paid at least the Federal minimum hourly wage but all wages shall be set by the Human Resources Director if not the Federal minimum hourly wage. Special approval may be granted for students working for academic credit only and forego any hourly wage. The Human Resource Director shall approve these arrangements with the office/department, educational institution and student.
- D. An intern, law clerk or co-op shall not be entitled to merit or step increases.
- E. All costs incurred through the use of interns, law clerks and co-ops shall be charged to the department/cost center being served by the student.

Definitions:

- A. Co-op Employee: A co-op employee is a student defined as high school students temporarily employed by the County for a definitive number of hours per week within a definitive time frame to gain work experience in an office environment. Co-ops are not entitled to any fringe benefits. Co-op employees may or may not be paid an hourly rate for services performed. Any hourly rate shall include the cost of wage based fringe costs, i.e., liability, workers' compensation, etc.
- B. Participating Schools: Participating Schools are defined as schools that participate in the Co-op program and are accredited as participating Co-op program and provide scholastic credits for the Co-op program.
- C. Intern Employee: An intern employee is defined as students attending a post- secondary educational institution or trade school. The definition of intern includes law clerks. Interns are not entitled to any fringe benefits. Intern employees may or may not be paid an hourly rate for services performed. Any hourly rate shall include the cost of wage based fringe costs, i.e., liability, workers' compensation, etc.

Policy Compliance:

- A. Responsibility:
 - 1. Human Resources: The Human Resources Director will have the responsibility for overseeing and implementing this policy and ensuring the policy does not contradict any rule mandated by law.

Administrative Procedures:

- A. All offices of the county shall follow the hiring practices of the County when hiring a co-op or intern employee. This includes background checks and other applicable hiring practices. If the co-op or intern employee is not being compensated under this due to arrangement with participating school, Policy# 451, shall be followed.

Legislative History of Authority for Creation or Revision:

Adopted pursuant to action of the Monroe County Board of Commissioners, dated April 13, 1999.

Revised pursuant to action of the Monroe County Board of Commissioners, dated September 20, 2022.