

CITY OF HAMILTON, OHIO

No. 312

ADMINISTRATIVE DIRECTIVE

Effective Date: 4-28-16

Supersedes No. 312 dated 05/26/10, 06/26/98,
9/1/93, 12/4/79

Approved by: Joshua A. Smith,
City Manager

SUBJECT: PAID AND UNPAID STUDENT POSITIONS

PURPOSE: To establish a policy regarding the employment of students from high school through graduate school.

This policy shall apply to high school and college co-op positions, high school and college interns and work-study positions. There are various positions that a department/division can utilize when bringing a student on board with the City.

1. Policy.

- a. The City encourages employment of high school through college interns or work study students and recognizes the fact that hands-on work in a relevant career field is of specific educational benefit to the student, may be necessary for financial support, or may be a mandatory requirement of the curriculum. Additionally the City encourages volunteer
- b. The City wishes to encourage such programs through temporary employment in recognition of the mutual value that such programs can bring to both the City and the student.

2. Unpaid Positions.

- a. EMBARK High School Intern
 - i. EMBARK is a City-run program which is focused on high school juniors and seniors to volunteer their after-school hours to participate in an internship with a department/division in the City of Hamilton.
 1. The employment of an EMBARK High School Intern is subject to the school's policies and procedures as well as the additional EMBARK program guidelines (Attached).
 2. Upon graduation, or permanent separation from High School, the student will no longer be eligible for the EMBARK High School Internship program; however, the student may become eligible for the College Student Volunteer/College Internship position.
- b. College Student Volunteer/Volunteer
 - i. Some universities provide students with the opportunity to earn service learning credits. The College Student Volunteer/Volunteer program is an opportunity for those students to work in local government. (Additionally, some departments have worked with a student volunteer and after their course/service learning time expired, that student was brought on in a paid internship).

- ii. Some college students may be interested in local government. This program allows them to gain some experience without getting fully committed such as with a paid internship.
- iii. There may be residents throughout the community that are interested in working for the City. This program will allow those residents with the opportunity to volunteer and learn about how a department/division works and gain experience (Must Complete Volunteer Application Attached).

3. Paid Positions.

a. High School Co-Op Student

- i. This program is for high school students that may come from programs run outside the City or simply a paid high school student.
 - 1. The employment of a High School Co-op student is subject to the school's policies and procedures.
 - 2. Upon graduation, or permanent separation from High School, the student will no longer be eligible for the High School Co-Op program; however, the student may become eligible for the College Student Volunteer/College Internship position.

b. College Intern (I – V)

- i. The College Internship program is for college students that are committed to working specific hours and being more involved in daily work activities.
 - 1. The employment of a College Intern is subject to the school's Cooperative Education Program policies and procedures, or to the program's guidelines. **All participants shall be enrolled as full-time students. Generally, a course load of twelve (12) or more credit hours constitutes full-time status.**

c. Graduate Intern

- i. The Graduate internship program is for graduate students.
 - 1. The employment of a Graduate Intern is subject to the School's Cooperative Education Program policies and procedures, or to the program's guidelines. **All participants shall be enrolled as full-time students. Generally, a course load of twelve (12) or more credit hours constitutes full-time status.**

d. Fellowship Program

- i. The Fellowship program is for post-graduate students interested in challenging public-sector work.

4. General Provisions.

- a. The immediate supervisor for all positions must comply fully with all program requirements of the school. This may include providing the student and the school a record of work, performing evaluations as required and may involve periodic discussion periods with the coordinator.
- b. The policies and procedures utilized in the selection, placement and all other terms, privileges and conditions of employment of co-op and intern students are considered "tests" and, as such, are subject to federal, state and city non-discrimination in employment requirements.

- c. Upon graduation, or permanent separation, from school, or upon completion of the program, the student will be removed from service. Moreover, continued participation in the particular program, **as a full-time student**, is a condition of employment for all College and Graduate Intern assignments.
- i. **Consistent with Charter Section 10.03 (H), the Appointing Authority must submit a written request to the Civil Service Commission to extend temporary Co-op/Intern assignments. The request must be made of the Commission prior to the completion of 1,040 work hours in any twelve (12) consecutive month period and shall contain report of the total number of hours worked by the individual as well as whether the student has maintained full-time enrollment status.**
 - ii. In order to facilitate scheduling and continuity within the work assignment, a student may be employed during periodic breaks in schooling such as summer break following graduation or semester breaks.
 - iii. This separation from employment does not adversely affect the individual's right to seek further employment with the City through established Civil Service procedures.
 - iv. In accordance with City policy, students employed by the City under the Co-op/Intern Program are only eligible for the following City benefits:
 - Retirement System
 - Workers' Compensation Benefits
 - Medicare Withholding
 - Unemployment Benefits
 - v. No co-op or intern student may be used for more than forty (40) hours in any workweek or in any capacity which would require premium pay.

5. Compensation.

- a. In accordance with state and federal minimum wage provisions, no co-op/intern shall be assigned a specific area of pay which is below the prevailing minimum wage requirement.
- b. High school co-op students and participants in training programs shall be assigned to the lowest possible step of Range 14 in Schedule D2 of the City's compensation ordinance.
- c. College intern students shall be assigned to one of several groups based upon the student's major field of study. The range separation in wages is designed to reflect competitive market wages.
- d. Pay Range Assignment to Schedule D-2:
 - I. Group I (Range 23): Major field of study in Fine Arts, Education, Social Work, Philosophy or Theology, Liberal Arts or undeclared.
 - II. Group II (Range 28): Major field of study in Business, Marketing, Planning, Architecture, Geography, Arts and Sciences, Psychology or Human Resources, or Office Management, and closely related fields.
 - III. Group III (Range 33): Accounting, Finance, Political Science and Government, or Economics, Health Sciences and Applied Sciences, and closely related fields.
 - IV. Group IV (Range 38): Engineering, Systems Analysis, Computer Science, and closely related fields.
 - V. Group V (Range 41): Graduate students (special skills interns) in all fields.

- e. When a student's major field is not specifically listed, he/she shall be assigned to the group which most nearly identifies that student's major. Questions of appropriate range assignment should be resolved by the City Manager.
- f. A copy of each student's transcript, or transcript plus current grade cards must accompany each initial, and promotional, request for a merit step: Employees in the Fellowship Program are exempt from this.

6. Responsibilities.

- a. The City Manager:
 - I. For each original or changed use of a co-op/intern student, the City Manager or his representative, shall review a Personnel Requisition for all new co-op/intern positions. All co-op/intern positions must be included in the departmental budget plan approved by City Council.
 - II. Repetitive filling to the same or essentially similar positions shall require the approved Personnel Requisition, and a document from the student's college/university which shows major field of study and hours of course work completed.
- b. The Department of Civil Service:
 - I. High School Co-op Students: The coordination of the various co-op programs with the City's employment policy shall rest with the Department of Civil Service. This department is authorized to test students, to coordinate interviewing and make referrals to appointing authorities as required following the receipt of properly completed Personnel Requisitions.
 - II. College and Special Skills Interns: The coordination of any individual program with the City's employment policy shall be accomplished by prior review, and approval of, the Director of Civil Service and Personnel to assure that the proposed utilization is appropriate.
 - III. The Department of Civil Service shall be responsible for monitoring the employment of all co-op/intern students to ensure the appropriateness of all personnel practices and compliance with Federal and State Laws and with EEO, ADA and other regulations.
 - IV. In accordance with Ohio Labor Laws, employers of co-op students are subject to State Minor Labor Laws which requires that minors under age eighteen (18) are subject to special conditions; contact the Department of Civil Service and Personnel for details.
- c. The Appointing Authority
 - I. The appointing authority must have funds budgeted and an approved Personnel Requisition signed by the City Manager, before a co-op student referral can be made.
 - II. Initial employment of a college-level intern requires a completed and attached to the Personnel Requisition Form. All substantive changes in nature of work, source or qualifications of program participants, or referral source shall require new documentation.
 - III. The student must be provided with a written agreement as to the compensation paid to the student, approximate hours of work, job duties and anticipated separation date.

- IV. Daily time records must be kept showing the student's actual work hours. Co-op and intern students do not receive a paid lunch period.
- V. In accordance with the policies of the school, the immediate supervisor of the student will provide a record of work, evaluations as required, and will schedule periods to discuss the student's performance with his/her coordinator.
- VI. Co-op/intern students are temporary appointees and their employment may be terminated at the sole and exclusive discretion of the employer. Temporary appointees do not have appeal rights before the Civil Service Commission.
- VII. Appointing authorities are responsible for review of co-op/intern program policies and procedures to ensure that their employment practices, including the placement, scheduling and hours of work of students are in compliance with the school's established policies and procedures.