



Weber County Human Resources Policy 6-400

Internships

I. Purpose

This policy outlines the requirements for student internships.

II. Policy

Weber County supports internship programs that provide growth and learning opportunities to students in educational and vocational training programs.

III. Procedures

A. Definitions

1. "Hiring" means approving and placing a student intern in an internship with Weber County, whether or not the internship is a paid position.
2. "School" means:
 - a. a high school or a college, graduate school, or other institution of higher education that has authority to issue diplomas or degrees; or
 - b. a trade school or vocational training program that directly enables students to receive a license or certification or other form of authorization to engage in a particular occupation upon successful completion of the program.
3. "Student intern" means an individual who is enrolled in an educational or vocational training program through a school, and who participates in an internship with Weber County that is designed to provide the individual with professional experience in the furtherance of his or her education and training.

B. Unpaid Internships

1. An internship may be unpaid if all of the following conditions are met:
 - a. The student intern will receive quantifiable academic or training credit from the school for participation in the internship, or the internship provides onsite learning experience that is required to complete the course of study or training.
 - b. The internship lasts no longer than six months, unless the course of study requires a longer internship.

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- c. The student intern signs an agreement acknowledging that there will be no compensation and that there will be no entitlement to a paid job at the conclusion of the internship.
 - d. The Human Resources Director approves it as an unpaid internship.
2. Unpaid student interns are considered volunteers for purposes of applicable state laws, such as chapter 67-20 of the Utah Code, the Volunteer Government Workers Act.
3. Unpaid student interns are also considered volunteers for purposes of applicable Weber County policies and procedures.
4. If an internship does not meet the requirements in this section, then it must be a paid internship, subject to the requirements in the following section.

C. Paid Internships

Paid internships are subject to the following provisions:

1. Paid student interns are considered temporary employees, subject to all applicable laws, policies, and procedures governing temporary employees, except as specifically modified by this policy.
2. The internship shall last no longer than six months, unless the course of study requires a longer internship. A paid internship that lasts longer than six months, as allowed by this paragraph, is an exception to the six-month limit for temporary appointments that is stated in Human Resources Policy 2-100, Employment Status.

D. General Provisions for Internships

The Department Director or Elected Official must get the approval of the Human Resources Director, or the Human Resources Director's designee, before hiring a student intern, whether paid or unpaid. This ensures compliance with state laws and with county policies and procedures governing employees and volunteers. The Human Resources Director will determine the process to be used for approval.

If the department has an agreement with a school, the hiring manager may work directly with that school to recruit a student intern. The department may also advertise the student internship opportunity to other schools.

Departments may adopt additional requirements or policies governing their student interns, after obtaining the approval of the Human Resources Director.

Student interns are not required to take a new hire drug screening.

Human Resources shall be responsible for the record-keeping and reporting for paid and unpaid interns. The department must send all completed forms to the Human

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Resources Department. All records relating to interns will follow Utah's records management retention requirements.

E. Required Training for Student Interns

1. A student internship should be part of a planned program, lasting a pre-determined amount of time, to provide the student intern with a meaningful learning experience applicable to the student intern's field of study. This requires structured assignments coupled with appropriate supervision, evaluation, and feedback. Learning objectives should be developed when considering a student internship opportunity. It is beneficial to have clear job duties that identify the learning objectives or a defined project scope that demonstrates how the learning objectives for each student intern will be met.
2. If the school requires the County to complete or sign a progress report for the student intern, then the Department Director or Elected Official, or that person's designee, will be responsible for completing or signing the report. A copy of the report must be forwarded to the Human Resources Department for record-keeping and reporting purposes.

F. Termination

Internships are temporary positions that terminate upon completion of the internship term. Student interns are exempt from the career service system. The Department Director or Elected Official or the student intern may terminate the internship at any time, without cause or prior notice.

DATED this 19th day of March, 2024.

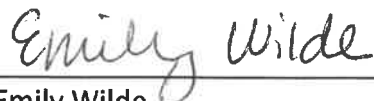
BOARD OF COUNTY
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ATTEST:



Ricky Hatch, CPA
Weber County Clerk/Auditor



Emily Wilde
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Approved as to form and legality:



Courtlan Erickson
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