

**Student Interns – Paid and Unpaid****3.1.6****PURPOSE**

This section describes the policy and procedures relating to the employment of student interns. The intent of the City's Student Internship Program is to provide college students with a short-term learning experience by allowing interns to observe and participate in the operations of City Departments and for the City to develop a critical "pipeline" for the future of the workforce.

This program complements, and in no way replaces positions that should be filled through classified Civil Service testing and hiring process.

**AUTHORITIES**

San José City Policy Manual, Nepotism Policy, Section 1.1.3:

No employee shall appoint, employ or participate in a hiring decision involving any person within his/her immediate family, nor use his/her position to influence another City employee to hire a member of his/her immediate family.

**SCOPE OF APPLICATION**

Student interns may be paid as an Undergraduate Student Intern U PT (1638) and Graduate Student Intern U PT (7661) or unpaid volunteers. Paid student interns are unclassified, temporary, and unbenefited employees. Unpaid student interns are not City employees and are required to sign the City's Volunteer Policy and Volunteer Code of Ethics.

**POLICY****1. Eligibility:**

All undergraduate and graduate student interns must possess the minimum qualifications and be currently enrolled in an accredited college or university program (or have confirmed acceptance in a program). All student interns must continue to be enrolled in a college or university during their employment/service with the City of San José and may continue as interns for up to six months following their graduation from an accredited undergraduate or graduate program.

Currently, there is no paid internship for high school students directly through the City. However, high school students can be volunteers and may experience the City workplace through a contractually sponsored program.

**2. Scope of Work:**

Internships should benefit the students by providing an educational experience through participation in various City projects. Student interns must not perform regular staff assigned work, but rather short-term and project-based work. Student interns are not allowed to supervise others.

While City performance evaluations are not required, the student intern should be provided with regular feedback. Departments who wish to provide salary increases to student interns

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must complete a formal evaluation (see [Non-Management Performance Program](#) (NMPP)). See #6, below, for more details.

**3. Course/College Credit:**

Both paid and unpaid student interns have the option to receive course/college credit. It is the responsibility of the student intern to complete any and all required documentation and meet all requirements necessary to receive course/college credit.

**4. Recruiting Student Interns:**

Paid student interns are unclassified and as such are not covered by the Civil Service hiring rules.

Paid student intern opportunities can be posted using a variety of methods including a Citywide application that is posted several times a year through the official City of San José job board ([CityCareer](#)). Other opportunities include college and university specific job boards (e.g. handshake). Job posting through CityJobs is not required for volunteer intern opportunities.

**5. Determination of Compensation:**Paid Student Interns:

Paid student interns are paid from a department's budget. The pay rate must stay within the range of the appropriate classification: Undergraduate Student Intern (U) (1638) or Graduate Student Intern (PT) (U) (7661).

Paid student interns must be fingerprinted and processed through Human Resources as temporary, unbenefited employees, and must attend the New Employee Orientation.

Unpaid Student Interns:

Unpaid student interns must be fingerprinted. In addition, they must be entered into the City's HRIS system in order to be included in all citywide communications and programming for interns. Unpaid student interns need to complete the [City's Volunteer Code of Ethics Form](#). In addition, the hiring department should obtain the intern's emergency contact information.

**6. Salary Increases:**

Incumbents in the Undergraduate Student Intern (U) (1638) and Graduate Student Intern (PT) (U) (7661) classifications are eligible for salary increases when they:

- a) Are below the top of the classification's salary range; and
- b) Have worked 2,080 hours as an intern or since their most recent salary increase; and
- c) Have received an overall performance rating of at least "Meets Standard" within the last twelve (12) months.

If an intern meets the criteria above, a department must provide a written request to the Human Resource Department and provide the employee's performance appraisal.

**Student Interns – Paid and Unpaid****3.1.6****7. Hours Worked:**

During the academic year, 15-30 hours per week is recommended for an internship. Schedules are determined by individual hiring managers and their student interns, depending on the student's availability and the project needs. During summer and winter breaks, up to 40 hours per week is allowable. Student interns are eligible to apply for open position recruitments. Student interns are not eligible to apply for internal position recruitments.

**8. Security:**Fingerprinting:

Consistent with City employment policy, all student interns (paid and unpaid), must be fingerprinted prior to starting the internship. Fingerprint results are reviewed by Human Resources. Student interns may not start the internship until after the City's receipt and review of fingerprinting results.

Cash Handling:

At the discretion of the supervisor and based on the project needs, student interns may handle cash. Student interns must be trained in all proper cash-handling procedures appropriate to the project and department and must undergo any appropriate background checks for such assignments. Student interns are held accountable for the accuracy of the transactions and reconciling of all accounts.

Confidentiality:

At the discretion of the supervisor, student interns occasionally become acquainted with confidential information via the City's HRIS system, Library records, Information Technology passwords, etc. Said access is to be terminated immediately upon the termination of the student intern's internship, and measures are to be taken by the supervisor to ensure that all confidential information is not transferred to other sources.

For additional guidance, refer to the City's Code of Conduct and the Volunteer Code of Ethics.

**9. Status and Seniority:**

Paid student interns are unclassified and therefore cannot obtain permanent status during their time of service. If a student intern is later hired to a permanent City position, hours worked as a student intern do not count toward City seniority.

**10. Termination of Assignment:**

Paid student interns are at-will and therefore subject to removal from employment with the City at any time, with or without notice and with or without cause.

Unpaid student interns are volunteers and can be released from their internships at any time, with or without notice and with or without cause.

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Refer to the Human Resources website to access forms related to the hiring and supervising of interns.

Approved:

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/s/ Jennifer Schembri  
Director of Human Resources

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5/1/2023  
Date

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/s/ Jennifer A. Maguire  
City Manager

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5/1/2023  
Date