

Workforce Development Internship Guidelines

April 2024

Definitions:

“Internship” – a non-regular work assignment that is designed to develop talent and provide training for career advancement. An internship is designed to teach an employee an entire job. An employee in an internship will be fully responsible for all of the position duties.

Intent

The intent of the internship program is to leverage employee talent and to provide opportunity for individual growth and development. Employee may apply for internships when advertised by the Employer. In most cases, while internships will provide employees the opportunity to learn additional skills, there is no guarantee the employee will be offered a permanent position when it becomes available. The employee must apply and compete for available positions.

Goals of the Internship Program

- To provide employees training and development that enables them to compete for other job positions at Intercity Transit.
- To allow employees to gain well-rounded experience in another part of the agency.

Guidelines

1. Employee internships assignments will be made available to as many employees as possible although in some cases, an internship may be available to employees within a specific department. Department heads will identify, prior to posting, those employees that are not eligible for a specific internship assignment.
2. Management reserves the right to give preference to employees who are not presently involved in an internship assignment.
3. An employee internship assignment may consist of full weeks, full days, or partial days. The posting of the internship assignment will include the days and hours of the assignment.
4. Internships assignments generally last up to two years. Ongoing opportunities will be reposted at least every two years. An internship assignment may be extended beyond two years by mutual agreement between management, the employee, and, if applicable, the union.
5. Employees assigned to an internship where the top step of the pay range for that position is higher than their regular position will receive the step in the new

position's pay range that is at least a 5% increase in pay. Employees interning in a position where the top step of the pay range is the same or lower than their regular position will be placed at the top step of the new position's pay range.

6. An employee's days off may be changed if they are working a full week assignment. The days off for an internship assignment will be included in the posting of the assignment.
7. Any work done outside of the internship will be offered as overtime consistent with the applicable collective bargaining agreement and in accordance with the Fair Labor Standards Act.
8. Internship assignment work on an employee's regular day off will be treated as regular work. If the employee calls in sick before or during this assignment, the employee will be charged sick leave.
9. Employees working internships must notify their internship assignment supervisor and schedule any time off through their own department. Procedures for absences and call outs will remain consistent with existing Department expectations and agency policies.
10. If working an internship and the employee is needed for their regular assignment/position, the regular assignment takes precedence.
11. For ATU only, an extraboard operator working an internship assignment of one week or more will be considered an inactive extraboard operator. The interning extraboard operator will receive at least 40 hours of work per week. The extraboard operator working the weekly internship may have an opportunity for overtime as needed by the department offering the internship. Internships may result in overtime that is outside of seniority for extraboard operators.
12. Internships can be ended with or without notice, at the discretion of the Director of the internship department.

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