



FINAL AS APPROVED BY COMMON COUNCIL ON 6/21/2022

Intern Approval/Authorization Policy

1.00 POLICY PURPOSE

The purpose of this policy is to identify the appropriate authority to approve/authorize unpaid or paid intern/internship agreements.

2.00 ORGANIZATIONS AND PERSONS AFFECTED

This policy applies to intern/internship agreements and interns hired for a limited term by any City Department for which the Mayor is the hiring authority as detailed herein.

An intern is defined as follows: a limited-term, part-time employee hired during or immediately following the individual's participation in a degree program in a field related to the work performed by the department for which the individual is working.

3.00 REFERENCES

Civil Service Manual authorizes the Mayor as the hiring of temporary and casual employees.

4.00 POLICY STATEMENT

The City of Franklin recognizes the Mayor as the hiring authority of temporary and casual employees, and further authorizes the Mayor, with the concurrence of the City Attorney in regard to the agreement language, if applicable, to authorize intern agreements with outside organizations when the Mayor determines the agreements are in the best interest of the City.

Specifically, an intern is hired with the specific intent of providing benefit to the City while enhancing the individual's educational program and providing the individual with work-related experience. Employment as an intern, i.e. an internship, may continue while the individual remains active in a degree program and for up to one year following graduation. Workloads and hours

worked should be coordinated with and conducive to the individual's academic program, and the internship may include employment during summer periods or short breaks between semesters or quarters.

5.00 **POLICY SPECIFICS**

- 5.01 Department Heads recommend potential interns/internship agreements.
- 5.02 Mayor considers the following in determining whether to agree to accept the intern and enter into an agreement, if applicable:
- 1) Impact of the intern on the department;
 - 2) Role the intern will fulfill during his/her tenure with the City,
 - 3) Educational value provided by the department,
 - 4) Duration of the internship;
 - 5) Liability to the City due to taking on the intern;
 - 6) Requirements the City must follow according to any established agreement;
 - 7) Available budgetary appropriation for the position, if it is a paid position; and
 - 8) Rate of pay.
- 5.03 The Mayor obtains and reviews the draft agreement with the coordinating agency, if applicable, to ensure it is satisfactory to the City.
- If no formal agreement is required, the Mayor determines that the informal agreement is satisfactory to the City.
- 5.04 The City Attorney reviews the draft agreement, if applicable, to ensure that the exposure to the City in regard to such agreement is not too onerous to the City.

6.00 **POLICY EXCEPTIONS**

Any formal agreements which are not dually acceptable to the Mayor and the City Attorney, but still being considered by the City, will be presented to the Common Council for formal consideration.

Policy Review Period: This Policy shall be reviewed at least every 5 years. Established in 2022, next review no later than 2027.