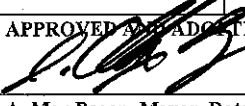
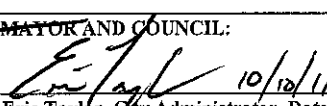
	PERSONNEL POLICIES AND PROCEDURES		SUBJECT: INTERNSHIPS AND JOB TRAINING PROGRAMS
	NUMBER: EMP 19.0	REVISIONS:	EFFECTIVE DATE: 10/03/2011
	SUPERCEDES:	APPROVED AND ADOPTED BY MAYOR AND COUNCIL: <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;">  A. Max Bacon, Mayor, Date </div> <div style="text-align: center;">  Eric Taylor, City Administrator, Date 10/12/11 </div> </div>	

PURPOSE: To provide guidelines for requesting and utilizing interns or participating in authorized job training programs within various City departments and functions.

STATEMENT OF POLICY

The City of Smyrna, in cooperation with local universities and trade schools, may, from time to time, provide internship opportunities to facilitate the transition from academic study to a professional career.

An internship is an opportunity to transfer and apply the knowledge and theory gained in the classroom to an actual agency setting. The student can practice skills, apply knowledge and test theories and concepts under the guidance and supervision of experienced professionals.

Department Heads interested in providing internship opportunities should complete and submit a Request Form to the Human Resources Director and City Administrator for approval. Approved internship opportunities will be posted by Human Resources with appropriate universities and trade schools. For approved job training programs, Human Resources will work with the department head to ensure full program compliance.

All applications and resumes will be received through the Human Resources department and forwarded to the respective Department Head for review. The Department Head will notify Human Resources when a candidate is selected. Human Resources will be responsible for notifying the university or technical school, if required.

Internships shall be unpaid, unless written authorization by the City Administrator approving a paid internship has been received by the Human Resources Director and the Department Head.

Caution must be taken when employing an intern so as not to violate Fair Labor Standards Act (FLSA) rules and regulations. Department Heads and Human Resources are responsible to ensure criteria below are met to ensure the internship is considered training rather than employment:

1. The internship, even though it includes actual operation of the facilities of the employer, is similar to training that would be given in an educational environment.
2. The internship experience is for the benefit of the intern.
3. The intern does not displace regular employees but works under close supervision of staff.
4. The employer derives no immediate advantage from the activities of the intern and on occasion its operations might be impeded.
5. The intern is not necessarily entitled to a job at the conclusion of the internship.
6. The employer and the intern understand that the intern is not entitled to wages for the time spent in the internship.

Human Resources shall maintain the following on all interns and job training recipients:

- Resume and/or related Job Training Application/form
- Emergency Contact Information
- Acknowledgement to comply with City Policies and Procedures

- Job Description or list of job activities to perform
- Length of Internship and/or Job Training program*
*Maximum length in an internship position for a single individual shall be six (6) months, unless written authorization approving an extension is received by the Human Resources Director and/or City Administrator.