



## **City of Portland Intern Policy**

### **Overview:**

The City of Portland (“City”) recognizes that internships allow students the opportunity to gain valuable applied experience and make connections in professional fields that they are considering as career paths as well as provide the City the opportunity to cost-effectively recruit and evaluate potential employees.

This policy sets forth the definition and guidelines for use of an intern in order to provide students a worthwhile, productive internship that benefits both the intern and the City.

### **Definitions:**

**Internship:** An internship is a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a mentored professional setting, whether a paid internship or an internship in exchange for academic credit. Internships are generally time-limited experiences ranging in time from 1 month to 1 year and may be either part-time or full-time. Interns should have intentional learning goals throughout the experience and will be supervised by an existing City employee who will mentor and supervise the intern. Interns are not intended to replace, diminish, or in any way interfere with any existing City employee’s work or City programs.

**Paid intern:** A paid intern is a student currently enrolled in a formal high school or post-secondary educational or technical training program who receives payment from the City in exchange for being provided career-related work experience with the City. The academic institution is responsible for developing all criteria and guidelines relating to the paid intern’s eligibility for and participation as a paid intern. Typically, the City obtains paid interns by posting job opportunities with educational institutions, as described below.

**Academic intern:** An academic intern is a student currently enrolled in a formal high school or post-secondary educational or technical training program who receives academic credit from their educational institution in exchange for being provided career-related work experience with the City. The academic institution is responsible for developing the criteria and guidelines relating to the academic intern’s

eligibility for and participation as an academic intern. The academic institution may also be responsible for providing insurance or liability coverage in certain circumstances. Typically, students seeking academic interns proactively reach out to employers seeking an internship.

### **Process to Obtain and Onboard a Paid Intern:**

Below are expectations of the supervisor in the department hosting the intern:

**Create a job description:** The department hosting an intern will create a job description for the internship that includes, at a minimum, the following information: overview and responsibilities; required knowledge, skills and abilities; nature of the internship (paid or academic); expected duration, schedule, and location; and the application process. Departments may contact Human Resources (HR) for a template intern job description.

**Obtain necessary approvals:** The department head must approve the internship and the related job description and route the job description to HR ([HRInfo@portlandmaine.gov](mailto:HRInfo@portlandmaine.gov) or 207-874-8624), who will provide the final approval.

HR will share the intern job description with relevant educational institutions and programs that may have interested student interns, recognizing and supporting that many students seeking academic internships will proactively reach out to the City seeking an academic internship. Interested applicants will be directed to submit application materials, which typically will include a resume and cover letter, to the relevant department's internal contact.

**Select an intern:**

The department should use the same hiring process that it uses when hiring an employee, including a resume review, matching the potential intern's qualifications with the internship opportunity, an interview, and as appropriate, completion of a background check.

The hiring department will notify HR ([HRInfo@portlandmaine.gov](mailto:HRInfo@portlandmaine.gov) or 207-874-8624) when it has selected an intern.

**Onboard the intern:**

- Policy and procedure orientation:** The hiring department will provide the intern copies of the City forms, policies and procedures that the intern is expected to abide by during the internship. See **Compliance with City Policy and Procedure**, below. This orientation will exclude any discussion of policies, procedures, trainings, and benefits that do not apply to the intern.
- Notify IT:** The hiring department will notify the IT department, which will coordinate providing the intern any needed telephone and internet resources.
- Select a supervisor:** The hiring department will designate an employee who will mentor and supervise the intern.

**Process to Obtain and Onboard an Academic Intern:**

Below are expectations of the supervisor in the department hosting the intern:

- Student initiated academic internship:** Students seeking an academic internship often proactively reach out to a particular City department with the perimeters of a proposed internship. In these circumstances, the department is expected to:
  - (a) notify Human Resources ([HRInfo@portlandmaine.gov](mailto:HRInfo@portlandmaine.gov) or 207-874-8624) and
  - (b) Onboard the intern consistent with “Onboard the intern” instructions, below.
- Posting of academic internships:** Many schools also allow the City to post academic intern opportunities with their career services office. Departments posting academic internship opportunities should follow the same posting and hiring procedures used with paid internship opportunities (see Process to Obtain and Onboard a Paid Intern, above).
- Onboard the intern:** regardless of whether the academic internship is student-initiated or secured by a City posting, the following procedures should be followed:
  - Written agreement:** The academic institution is expected to provide the City a proposed learning agreement or contract that will describe the obligations of both the academic institution and the student intern during the academic internship. The hiring department shall provide this written agreement to the City’s Legal Department for review and approval.
  - Policy and procedure orientation:** The hiring department will provide the intern copies of the City forms, policies and procedures that

the intern is expected to abide by during the internship. See **Compliance with City Policy and Procedure**, below. This orientation will exclude any discussion of policies, procedures, trainings, and benefits that do not apply to the intern.

**Notify IT:** The hiring department will notify the IT department, which will coordinate providing the intern any needed telephone and internet resources.

**Select a supervisor:** The hiring department will designate an employee who will mentor and supervise the intern.

**Evaluate the intern as required:** The hiring department is required to provide the intern's academic institution any progress reports or evaluations as described in the learning agreement agreed upon between the academic institution and the City.

**Compliance with City Policy and Procedure (applicable to both Paid and Academic Interns):**

● **Form completion:**

Before beginning an internship, both paid and academic interns may be required to complete the following forms and return the completed forms to HR, depending on the nature of the internship:

- Background check (as required)
- Driving records check (as required)
- Proof of automobile insurance (as required)
- Immunization history (as required)
- Proof of bloodborne pathogen training (as required)
- Proof of HIPAA training (as required)
- Department-specific forms (as required)

● **Policy compliance:**

Before beginning an internship, both paid and academic interns will be required to review and, in some instances, acknowledge receipt of several City policies.

The HR Liaison in the department supporting the intern is responsible for providing the intern a copy of the following policies before the intern begins the internship and, where applicable, returning forms requiring the intern's signature to HR:

- City of Portland Policy Against Harassment

- Workplace Conduct and Violence Prevention Policy
- Communication and Social Media Policy and Guidelines
- City of Portland Diversity and Inclusion Statement
- Disability Non-Discrimination Policy
- Dress Code (Office Attire Policy)
- Drug Free Workplace Policy
- Equal Employment Opportunity and Nondiscrimination Policy
- Email and Retention Usage Policy
- Safety and Accident Prevention Policy
- Social Media Policy
- Personal Protection Policy (as required)
- Use of City Vehicles Policy (as required)
- Technology Use Policy (as required)
- Exposure Control Policy (as required)
- Department-specific HIPAA Policy (as required)
- Confidentiality Statement (as required)
- Department-specific policies (as required)

- **Training requirements:**

Before beginning an internship, depending on the nature of the internship, both paid and academic interns may be required to undergo some basic safety or other training relating to the internship:

- Safety Training
- Exposure Control Training
- HIPAA Training
- Verbal judo
- Department-specific trainings

**Signed by Jon Jennings**

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Jon P. Jennings, City Manager