



## **EAST VALLEY WATER DISTRICT Administrative Policies & Programs**

|  |                      |                   |                              |
|--|----------------------|-------------------|------------------------------|
| <b>Policy Title: Student Internship Program</b>          |                      |                   |                              |
| <b>Original Approval Date:</b><br><b>August 25, 2021</b> | <b>Last Revised:</b> | <b>Policy No:</b> | <b>Page</b><br><b>1 of 4</b> |

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### **Purpose**

The purpose of this Program is to ensure a robust pipeline of next generation talent that supports a healthy, vibrant community now and for years to come. It is acknowledged that local youth add value by filling critical skills gaps, supporting succession planning, spurring innovation and drive new ideas, and they support workforce diversity, which ensures greater customer connection.

### **Policy**

Internships are available to local students who have demonstrated high levels of interest, talent, or aptitude in the water industry or related fields. Students may be recruited from local high school career pathways or via school staff recommendation. Students must be in good standing and have demonstrated initiative and motivation to learn more about the water industry and its fields of service.

### **Program**

Internships are paid experiences that generally follow successful completion of first level pathway courses, college courses, or certification course work. These experiences last sixty hours or more. Students who successfully complete their coursework and internship experience will be granted a priority interview when the District is recruiting for a related position.

### **Micro-Internship Experiences**

Micro-internships are unpaid experiences that may be as short as attending a one-hour presentation, job-specific field trips, or an experience that is up to eight weeks in duration. Micro-internships are provided to orient students to water industry related fields and to generate interest in potential future internship experiences.



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### **Program Objectives**

- A. Provide opportunities for local youth to experience hands-on (and/or virtual) water industry related career fields as part of their overall education experience.
- B. Allow local youth an opportunity to explore and learn about the water industry's stewardship, our precious natural resources, and service to our community.
- C. Create an atmosphere of sharing and learning in an exchange of knowledge between local youth and current employees to leverage our ability to respond to growing business and technical needs in the industry.
- D. Support the District's Succession Plan to ensure a strong and vibrant future workforce that nurtures the diversity of its local community's talent.

### **Eligibility and Interest**

Eligibility for the Student Internship Program is limited to student participants in the Water and Resource Management Pathway or affiliated educational programs. Applicants must be at least (16) years of age or older, have gained parent or guardian consent, and must be willing to participate in background screening and a pre-internship assignment physical.

Those interested in available student internship experiences must have completed the pre-requisite course work with a satisfactory grade and be enrolled in the appropriate work experience course to move forward with the internship process.

### **Interview**

Brief interviews may be conducted of internship applicants to assess their interest and matching for work-based learning experiences. The interview will determine the interests of the applicant, previous experiences, his or her commitment to fulfill the requirements of the internship experience, and provide an opportunity for a question and answer period.

### **Screening**

Selected internship applicants may undergo a criminal background screening process as well as a pre-internship assignment physical. The screening process will be considered complete



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once the background check and physical have been completed and approved by Human Resources. The individual may begin their internship once this process is complete and they attend their internship orientation. *(Please note the screening process may not apply to micro-internship or virtual experiences).*

### **Available Opportunities**

The student internship program will offer a variety of ways to engage with the District in work-based learning experiences. Each semester District staff will determine internship capacity and notify educational partners of available opportunities.

In placing a student intern, consideration will be paid to the interests and experiences of the intern as well as the requirements of the internship. Assignments will offer a variety of work-based learning experiences among the District's departments.

### **Student Internship Schedules**

It is understood that student schedules are dynamic and may require personalized attention to flexible experiences based on weight of the student's coursework. However, once scheduled, students must communicate directly with the District's Human Resources Department immediately when they are not able to meet a scheduled assignment. Lack of communication may result in the ending of the student internship experience.

### **Orientation**

Once an intern is selected and an assignment is given, the student will participate in an orientation program to inform interns about East Valley Water District as an organization, its policies, procedures, and programs. This session is designed to assist interns in their new experience with the District. Additionally, interns will engage in an on-the-job safety orientation by their workplace mentor and/or assigned supervisor.

### **Duration**

The duration of the student internship experience will vary with each assignment as outlined above, but will fulfill all work experience requirements. Most paid internships will last a full school semester. Either party may end the student internship experience at any time.



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### **Paid Intern Compensation**

Staff will request internship funds through the annual budget process. The approved budget amount for each fiscal year will determine the number of interns and what their pay will be for the duration of the internship.

Interns will be paid as employees through the East Valley Water District payroll system. Interns will have the option of receiving a hard copy check or direct deposit.