

# Staff Report

## Regular Board Meeting

**TO:** Governing Board Members

**FROM:** General Manager/CEO

**SUBJECT:** Consider Approval of Student Internship Program Policy

## RECOMMENDATION

Staff recommends that the Board of Directors (Board) review and approve the Student Internship Program Policy.

## BACKGROUND / ANALYSIS

The Water and Resource Management Pathway (Pathway) has been a great success over the first year and a half with several students having completed Valley College's Introduction to Water, along with Water Distribution and Treatment courses.

One of the Human Resources Department goals for the current fiscal year is to develop and implement a paid internship program. The District was able to host four paid Pathway interns during the spring 2021 school semester, however, it was with the help of the Harbor Freight Fellowship initiative. While this was an excellent partnership, the interns were not able to be classified as EVWD employees, and the District had to follow strict guidelines for the students to receive their payment for the internship.

With the Board's approval of this fiscal year budget, funds have been allocated and staff is ready to implement the Student Internship Program. The purpose of this Program will be to ensure a robust pipeline of next generation talent that supports a healthy, vibrant community now and for years to come.

Under this Program, internships will be 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.

The duration of the student internship will vary with each assignment, but most will last a full school semester and the District will ensure the students have enough internship hours to fulfill work experience course requirements.

In addition to paid longer-term internships, the District will also offer micro-internships under this program. Micro-internships are unpaid work experiences that may be as short as a one-hour presentation/job shadow, a field trip/tour, or any experience that is

up to eight weeks in duration. These will be provided to orient students to industry related fields and to generate interest in potential future internship experiences.

The District will welcome Water and Resource Management Pathway interns at the end of August with the start of the fall semester. Their internship will begin with virtual meetings, staff videos and online assignments, and will hopefully get to end in-person on-site.

Staff will continue to keep you updated on this exciting program.

### **AGENCY GOALS AND OBJECTIVES**

- I - Implement Effective Solutions Through Visionary Leadership
  - C. Strengthen Regional, State and National Partnerships
  - D. Encourage Performance Based Results through Staff Empowerment

### **REVIEW BY OTHERS**

This agenda item has been reviewed by the Administration Department and Finance and Human Resources Committee.

### **FISCAL IMPACT**

This item is funded in the current fiscal year budget.

Recommended by:

Respectfully submitted:

---

John Mura  
General Manager/CEO

---

Kerrie Bryan  
Director of Administrative Services

### **ATTACHMENTS**

Student Internship Program Policy