

PROFESSIONAL STUDENT INTERN GUIDELINES

# COUNTY OF RIVERSIDE

EDUCATIONAL SUPPORT PROGRAM



Revised August 2008

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# I. General Information

## A. Purpose:

The primary purpose of the Professional Student Intern Program is to encourage students who are in the process of completing their education to become interested in employment with the County of Riverside. Professional Student Interns (PSI) are encouraged to apply for positions which are related to their areas of study in school, and are in the fields where they would work if employed as permanent County employees. A PSI must demonstrate progress to the next academic level or completion of their current degree program.

## B. Program Monitoring:

Hiring departments will be responsible for implementing the "Professional Student Internship Guidelines" for recruitment, selection and appointment of Student Workers. The Department of Human Resources and hiring departments are jointly responsible for monitoring compliance with the "Professional Student Internship Guidelines."

## C. Professional Student Intern Positions:

Professional Student Interns may not be substituted for candidates who have qualified for a County position through examination and are awaiting appointment from an employment list.

## D. Nature of Appointments:

All appointments are part-time hourly, and work at the discretion of the appointing authority. Hourly employees are not eligible to receive benefits such as paid leave, holiday time off, retirement or insurance.

Professional Student Workers can be employed until such time as they no longer meet the program requirements or the department determines that the work is no longer required.

Students no longer meeting program requirements **must** be removed immediately and forfeit the right to petition for re-hire, including summer employment, until a "Good Standing" academic status has been achieved (See terms and definitions). The Professional Student Internship Coordinator reserves the right to review all re-applications to determine eligibility and satisfactory compliance with program requirements.

#### E. Hours:

The County's primary interest is to ensure that the student's education is co-equal priority. The Professional Student Internship should not negatively impact the student's academic progress and academic qualifications by the assigned work hours. Students may work a maximum of 20 hours average per week during "regular academic sessions" (see definition). Additional hours may be arranged with mutual consent of the department appointing authority and student, and is subject to review and revision by the Department of Human Resources Educational Support Program. Students may work up to a maximum of 40 hours per week during school holidays, if work is available and the Department and Educational Support Program both approve the temporary work schedule.

#### F. Eligibility:

In order to participate in the Professional Student Intern Program, students must meet the eligibility criteria. Students failing to meet the criteria become ineligible and **must** be removed from the Program. Any and all exceptions to the eligibility criteria **must** be reviewed and approved by the Educational Support Program and sponsoring department.

All participating students will be required to provide proof of eligibility by submitting a Student Unit Load Verification form upon employment as a Professional Student Intern at the beginning of each term. Student Unit Load Verification forms must be completed and submitted to the Educational Support Program within 14 calendar days of the beginning of each term.

All participating students will be required to provide grade verification by submitting an unofficial grade summary from their institutional academic reporting system to the Educational Support Program. Grade checks for prior academic terms will be required within 14 days of the commencement of each new academic session. (i.e. Fall Quarter grades must be provided no later than 14 calendar days after the commencement of the Winter Quarter)

### **1. Undergraduate Professional Student Intern**

#### Qualifications:

- A. Students must be currently enrolled in at least 12 semester/ 15 quarter units, or full-time student at an accredited college or training program. Students must have a 3.0 GPA or better.

- B. Student must be able to work in the United States (Legal Permanent Resident or U.S. Citizen).
- C. Student must be at least 18 years of age at the start of the internship program.

## 2. Graduate Professional Student Intern

### Qualifications:

- A. Students currently enrolled in at least 6 semester/ 9 quarter units, or a full-time student at an accredited college, or in a graduate/technical program towards and advanced degree, (MA/MS, MBA/MPA, PhD, etc)

### G. Supervision:

Professional Student Interns are no allowed to work without proper supervision. Departments are to provide adequate supervision at all times.

## II. RECRUITMENT AND SELECTION

The following procedure is to be used by departments in the recruitment and selection of Professional Student Workers:

- A. The Educational Support Program will recruit and provide initial screening for all applicants. Departments are responsible for interviewing and selecting qualified students in accordance with "Professional Student Intern Guidelines". Departments are responsible for submitting names of selected candidates to the Educational Support Program prior to submitting a job order with the Temporary Assignment Program (TAP).
- B. Student Unit Load Verification (SULV) is valid for only one (1) semester/ quarter. Continuously employed students must provide documentation demonstrating their eligibility for employment at the beginning of the term (within 14 days after the official commencement of each term). This form can be faxed to the Educational Support Program at (951) 955-5652; Attention: Joshua Puckett.
- C. Student grade verification is required at the end of each term. Continuously employed students must provide documentation demonstrating their

academic eligibility (3.0 cumulative GPA) at the commencement of each term (within 14 days after the official commencement of each term). Unofficial transcripts are acceptable and can be faxed to the Educational Support Program at (951) 955-5652; Attention: Joshua Puckett.

### III. PROCESSING APPOINTMENTS AND SALARY INCREASES

The following procedures will be used by each department in processing new appointments and step increases.

#### A. New Appointments

Intern appointments and salary adjustments will be processed in accordance with established "Professional Student Intern Guidelines." After the selection process, the Educational Support Program Intern Coordinator will maintain the following documentation in a file for each intern:

1. Original Professional Student Intern application and supporting documents (resume, letters of recommendation, essays);
2. Interview Questions & Department Interview Notes;
3. Internship Offer Letter and Acceptance E-mail;
4. Student-Department Internship Expectation Agreement;
5. Student Unit Load Verification form and GPA verification;
6. Acknowledgement of Policies and Procedures;
7. Student school schedules and Student work schedules;
8. Miscellaneous documents (e-mails, letters, surveys)

#### B. Salary/ Step Increases

The hiring department must input the Student Unit Load Verification (SULV) into PeopleSoft prior to any salary adjustments. Salary adjustments are contingent upon unit completion and step progression entered into student's job record in PeopleSoft. Step increases will be effective the pay period following the receipt of verification. The Department will periodically notify Professional Student Interns of deadlines for submitting a Student Unit Load Verification to retain their eligibility for employment.

Any alterations to the Student Unit Load Verification will invalidate the form. It is the responsibility of the Professional Student Intern to keep the department informed regarding their cumulative units earned to authorize step increases. Failure to keep the department informed could result in termination or the loss of the higher salary until verification is provided.

## IV. DETERMINATION OF SALARY STEPS

1. Non-engineering college students (undergraduate and graduate) are paid based on cumulative units **earned**, not proposed or in process.  
**(See Salary Schedule for specific details)**
2. Engineering college students (undergraduate and graduate) are paid based on cumulative units **earned**, not proposed or in process.  
**(See Salary Schedule for specific details)**
3. Non-engineering college graduates enrolled in graduate school are paid at the Professional Student Intern, step 3

## V. TERMINATION

The following conditions are cause for **immediate termination**:

1. Failing to submit as required, or altering the Student Unit Verification form, or presenting, altering and/ or falsifying documents submitted in support of student status.
2. Failing to submit required verification upon request;
3. Failure to advise the Professional Student Internship Coordinator or Educational Support Program staff of any change in status or course load;
4. Violation of any County policy, rule or regulation;
5. Failing to maintain a 3.0 cumulative Grade Point Average;
6. Failure to enroll or maintain full time student status;

**Note:** College students in their senior year that are unable to maintain full time status due to impacted classes or other circumstances beyond their control may submit, for consideration, a letter from their college or department academic advisors stating the specific reasons. All other extenuating circumstances must be provided in writing to the Professional Student Intern Program Coordinator. Review and final decision will be provided within three business days.

**Students terminated from this program lose the right to petition for re-hire into the internship program, including summer employment, until a “good academic standing” status has been achieved.**

## VI. MISCELLANEOUS INFORMATION

PRE-EMPLOYMENT MEDICAL and BACKGROUND SCREENING: A post-offer medical exam which includes drug and alcohol testing is required for all County position. Failure to pass this test mandates removal from any County of Riverside selection/ hiring process for one year. All Professional Student Interns must go through and successfully pass a background check. Applicants offered a position are also required to provide verification of your legal right to work in the United States. For further information contact the Temporary Assignment Program Office at (951) 955-9178 or the Professional Student Internship Coordinator at (951) 955-3559.

WORKERS’ COMPENSATION: In the event a Professional Student Intern is injured on the job, the students’ immediate supervisor must, within one work day, submit a claim/ report to the Department of Human Resources, Attention Workers’ Compensation, Mail Stop # 2180 or call (888) 826-7835

MILEAGE: Professional Student Interns not receiving regular hourly wages will be reimbursed in accordance with the prevailing IRS Optional Standard Mileage Rate.

RETROACTIVE PAY: Retroactive pay will not be authorized. Any extenuating circumstances must be submitted in writing to the Department of Human Resources, Educational Support Program, c/o Professional Student Internship Coordinator, mail stop # 1081.

OVERTIME PAY: Under no circumstances will overtime pay be not authorized for any Professional Student Intern. Overtime, for the purposes of calculation, must adhere to prevailing Riverside County FLSA Agreement.

BILINGUAL PAY: Professional Student Interns are not eligible to receive bilingual premium.

## VII. SALARY INFORMATION

### PSI PROGRAM– NON-ENGINEERING UNDERGRAD & GRADUATE

#### CLASS 13896 Temporary Assistant Professional Student Intern

1. Salary steps depend on the total number of semester or quarter units earned.
2. Students may have completed units at more than one school.
3. Students in a one-year masters program or in the final year of their masters program cannot be paid at a rate above Step 3 regardless of units completed

Step	1	2	3
Hourly Wage	\$ 9.50	\$10.50	\$11.15
Semester Units Completed	60 – 89.5	90+	GRADUATE
Quarter Units Completed	90 – 134.5	135+	GRADUATE

### PSI PROGRAM – ENGINEERING STUDENT INTERN UNDERGRAD & GRAD

#### CLASS 74181

1. Salary steps depend on the total number of upper division semester or quarter units earned.
2. Students may have completed units at more than one school.
3. Students in a one-year masters program or in the final year of their masters program cannot be paid at a rate above Step 4 regardless of units completed.
4. Returning PSI Engineering Interns will be provided with a step increase beyond their academic unit classification for each year of service in this program. The pay rate is not to exceed more than one dollar beyond step 4 of the current salary schedule.

Step	1	2	3	4
Hourly Wage	\$12	\$13	\$14	\$15
Semester units completed	0 – 29.5	30 – 59.5	60 – 89.5	90+
Quarter units completed	0 – 44.5	45 – 89.5	90 – 134.5	135 +

## VIII. FREQUENTLY ASKED QUESTIONS

**Are official transcripts acceptable in lieu of the Student Unit Load Verification form?**

We prefer a completed Student Unit Load Verification form. However, a recent (1 month old or less) official, sealed transcript will also be accepted as proof of enrollment units accumulated.

**Can students work beyond the 20 hour pay period average work week?**

No. It is suggested that students maintain a work week that averages no more than 20 hours weekly per pay period. Certain exceptions are allowed on a limited basis as occasion requires with the approval of Department direct supervisors and Human Resources Department Educational Support Program.

**Do students from technical/ vocation schools qualify for this program?**

No.

**Are on-line course credits acceptable units of study?**

Yes, as long as it is an accredited institution and the credits are towards the completion of a higher degree.

**Can out-of County students be employed?**

Yes, there is no residency requirement.

**May units from extended studies programs be accepted?**

Yes, extended studies college units are acceptable as long as it is an accredited institution and the credits are towards the completion of a higher degree.

**May international students work participate in this program?**

No. Students must be legal permanent resident or U.S. Citizen. No sponsorship of any sort is currently available for international students.

## IX. DEFINITIONS

**Good Standing:** Full-time student carrying a full load, per the academic institution and maintaining a 3.00 GPA or better cumulatively.

**Accredited:** Listed by the Council for Higher Education Accreditation as a regionally accredited institute. (<http://www.chea.org>)

**Full-Time:** Refers to academic unit load as defined and determined by student's education institution.

**Units Acceptable (for step placement):** Advanced Placement (AP) (if accepted by University Registrar's Office), College Level Examination Program (CLEP), transfer units. Units must be shown on transcript to be accepted

# County of Riverside

## Professional Student Intern Program Agreement

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I, \_\_\_\_\_, agree to abide by the following conditions:  
(Student Name)

1. To be in regular attendance and on time for the duration of my internship.
2. To conform to the regulations of the organization in which I am working with regards to dress and conduct.
3. To notify my supervisor in advance if I must be absent.
4. To notify the Internship Program Coordinator should any problems or concerns arise regarding my internship.
5. To complete the required timesheets and turn them in to the Temporary Assignment Program (TAP) in a timely manner each pay period.
6. Submit necessary school documentation in accordance with prescribed time line.

I acknowledge receipt of the Professional Student Internship Program guidelines and agree to the terms and conditions of the program.

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Intern Signature

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Date