

## WORK-STUDY PROGRAMS AND INTERNSHIP PROGRAM

<b>Objective:</b>	To provide information and establish procedures regarding work-study programs and paid internships.	<b>Policy Number:</b>	01-17
<b>Reference:</b> (All Applicable Federal, State and Local Laws)	Personnel Department	<b>Effective Date:</b>	January 12, 1981
		<b>Responsible Department:</b>	Personnel Department
		<b>Modified Date (s):</b>	October 7, 2003
		<b>Resolution No.:</b>	03-207
		<b>Next Scheduled Review:</b>	

### Legislative Policy Statement:

#### General

#### Information:

##### I. Definitions:

**II. Policy:** It is in the fiscal and diversity interests of the County to utilize work-study students and interns for specific and/or time-limited projects.

#### Procedure:

#### **WORK-STUDY**

1. Work-study programs are a cooperative arrangement between an institution of higher learning and a governmental department. Work-study students may be available to work with County departments on a limited and variable basis.
2. Department heads should check with the Personnel Department to determine availability of work-study students. Any request for work-study students must be processed through the Personnel Department. Work-study students must sign a waiver of liability before starting their assignment in a County Department.
3. In work-study arrangements, reimbursement for the student's time is shared by the institution of higher learning and the governmental department. The percentage paid by each party may vary from case to case.

#### **TOMPKINS COUNTY INTERNSHIP PROGRAM**

1. The Tompkins County Internship Program was created in January 2000 with the purpose of providing a single funding source for County Departments who identified research, temporary program needs or special projects. The Program offers temporary employment and volunteer experiences for students, Community members and members of under-represented groups in Tompkins County.
2. Any requests for Internship participants must be processed through the Personnel Department. Availability of interns is dependent on funding by the County Legislature.

#### **DEPARTMENTAL INTERNSHIP PROGRAMS**

1. Departments who have or wish to implement their own internship program must comply with all County procedures for creation of positions and hiring interns. Consultation with the Personnel Department is recommended.
2. Funding for a departmental internship program must be made a part of the departmental budget.