



VENTURA COUNTY CHAPTER
*Public Works Internship
Program Agreement 2018*

This Agreement is intended to memorialize the obligations of the American Public Works Association, Ventura County Chapter (*APWA Ventura*) and the Public Works Internship Employer (*Employer*) relative to participation in the Public Works Internship Program. The Agreement provides a basic framework, but does not replace any federal, state, or local employment laws nor any existing company policies in place by any Employer. The goal of this Agreement is to ensure that participating Employers are aware of all obligations of participation, and aware of the steps APWA Ventura will take to support proper selection, placement, and development of student Internship participants.

1. Student Eligibility

Any full-time student, with preference given to students who attend Ventura County colleges and universities, will be eligible to participate in the American Public Works Association, Ventura Chapter Internship Program (*Program*).

2. Placement and Selection

- a. The chapter's Internship Chair will provide information materials describing the scope of the Program to the qualifying colleges and universities so they may present the Program to eligible and interested students.
- b. Students who apply may state a preference for a specific type of public works employer. Students should expect to be compensated at a minimum rate equivalent to \$10 per hour.
- c. The Internship Chair will review all applications and determine, based on the Program's developed criteria, the applicants to be interviewed. This process is necessarily objective and subjective; the process for selecting interview applicants will not be shared. However, employers will be solicited for feedback as to the qualities of Interns most desired for each employment opportunity.
- d. The Internship Chair will establish and determine the general selection criteria. Employers have the option to provide input regarding the selection process. Employers and/or their representatives should be independent of any conflict or personal connection to applicants that could jeopardize the impartial nature of the process.
- e. Interviews will be scheduled and conducted individually between interested Employers and Interns.
- f. Employers will make the final determination regarding individuals who are selected to participate in the Program based on the application review, the interview recommendations, and consideration of preferences per the Employers' work needs.
- g. The Internship Chair shall assign Interns in accordance with participating Employers. Interns shall become an employee of the participating Employer.
- h. Selected Interns shall have one week after notification to return the Letter of Acceptance electronically to the Employer.
- i. After selections are made and placements accepted, Interns shall be introduced to the local chapter members during a monthly meeting held in the summer. Interns will also be given the opportunity to participate and/or attend various seminars led by APWA, Ventura County Chapter during the Program. These seminars may be in conjunction with, or replaced by, the current monthly offering to general membership.



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- j. An employer will have two weeks after the student intern begins to notify the APWA Ventura County Chapter Internship Chair whether the placement is to continue or to be terminated due to significant Employer concerns/issues. If the concern cannot be resolved, the student will be removed and other candidates who participated in the process will be identified.

(The MOU agreement does not alter the employers' at-will status while employed. Both the Employer and Intern may terminate the employment relationship at any time with or without notice, and with or without cause. The employer will notify the APWA, Ventura County Chapter Internship Chair if the employee is terminated within the 8-week internship period.)

3. Employer Roles & Responsibilities

- a. *Participating Employers* – Public Works Departments, Civil Engineering Firms, Policy/Government Agencies, and related entities (collectively, *Employer*)
- b. *Definition of Participation* – A Public Works Employer who signs a Public Works Internship Program Agreement accepts a summer Intern for placement in its Public Works Employment workplace/location. Each participating employer will have the option to identify qualifying/disqualifying criteria and/or identify a preferred student from among the applicants who has successfully participated in the interview process. Every effort will be made to accommodate the requests and comments of a participating employer.
- c. *Compensation* – Each participating employer is requested to compensate Interns at a minimum rate equivalent to \$10 per hour. Each participating employer will be responsible for complying with all applicable federal, state, and local wage and hour laws. APWA, Ventura County Chapter will provide matching funds **up to \$1,000.00** towards the intern's labor costs for the program. No additional compensation will be provided by APWA National, or APWA, Ventura County Chapter.
- d. *Training* – Interns are expected to participate in the same manner as any new employee in any training program conducted by the participating Employer. In addition, participating Employers are encouraged to ask its public works employees to devote appropriate attention to provide supplemental support or mentorship to interns; it is anticipated this process will be informal. Success of the Internship Program will largely depend on the extent to which the Intern is immersed in the Public Works Employment workplace/location, including work involvement and continual interaction with assigned Employers. Activities and expectations are anticipated to be identical to that of any trainee or new employee.
- e. *Monitoring* – Based on availability of professional volunteers and *when possible*, each intern will be assigned an APWA member who is NOT an employee of the Public Works Employer where the intern is placed. This member will be asked to follow the Intern's progress and to check in with the Intern during the 8-week program.
- f. *APWA Indemnification* – Participating Employers agree to hold APWA, Ventura County Chapter harmless for Interns' actions while employed by the Employer.
- g. *Post-Internship Employment Opportunities* – Whether or not the participating Employer makes an offer of employment once the program has ended, and whether the Intern accepts, is a decision



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independent of the Public Works Internship Program. There are no expectations of either party, or APWA, Ventura County Chapter.

- h. *Exit Interviews* – Each Intern shall receive an exit interview with the Employer and/or the Internship Chair. The interview shall convey to the Intern as highly a detailed evaluation as possible.
- i. *Feedback* – With input from the chapter’s Executive Committee (if any), the Internship Chair will provide feedback to Employers and Interns throughout the program.
- j. *EEOC Compliance* – This program is an Equal Opportunity Program, available to all eligible students without regard to race, ethnicity, gender, sexual orientation, national origin, or any protected classification under either local, state, or federal law. All students who meet the basic eligibility criteria will be encouraged to apply.

Employer hereby agrees to the foregoing and to participate in the American Public Works Association, Ventura County Chapter Internship Program by hiring an Intern, Summer 2018.

By:

Participating Organization/Company Representative (Printed/Signature)

Date

By:

APWA Ventura County Chapter Internship Chair (Printed/Signature)

Date