



EMPLOYEE MANUAL	
Title: INTERNSHIP PROGRAM	
Policy No.: 42.0	Section Nos.: 42.0 – 42.5
Approval Date: December 2022	Effective Date: January 2023
Approved By: Board of Directors	

42.0 PURPOSE

The Agency designed an internship program to provide high school students, college, university, recent graduates an opportunity to work on projects and assignments that create meaningful and hands-on work experience for the interns, while providing useful services to the Agency. The program may also provide college credit for courses that require work experience.

The program’s goal is to offer candidates entry-level employment to develop their knowledge and skills needed to successfully transition into a career, while providing interesting, meaningful, and rewarding experiences.

The Agency believes internships are an important part of the public sector and the water industry that will assist in meeting the Agency’s needs of today, while preparing the workforce of the future.

The Agency has partnered with College of the Canyons (COC) and California State University, Northridge (CSUN) and local school districts to select qualified candidates to go through the Agency’s selection and recruitment process. Candidates from other colleges, universities, and high schools are also eligible to apply for internships within the Agency.

42.1 Type of Internship

The Agency is providing paid internships unless an intern waives payment. Internships will be paid on an hourly basis whether the students earn units of credit authorized by the educational institution of attendance, or whether the intern is seeking hands-on work experience.

Candidates for a paid internship will be required to apply online for a specific opportunity that is available with the Agency. The Agency’s ability to use paid interns will be based on internal budgets and funding availability to the department to which interns will be assigned.

42.2 Policy

The Internship program is designed as follows:

- (a) Internship assignments will not exceed 1,000 hours within a single fiscal year for any intern.
- (b) All Agency interns are considered “at will” temporary and seasonal employees and are subject to release at any time with or without cause prior to the planned expiration of the internship, as best fit for the business needs of the Agency.
- (c) For a paid internship, the Agency requires and expects at least sixty (60) days of the intern’s commitment to the work assignment, unless approved by the General Manager.
- (d) Internships are not eligible for employee benefits (except those mandated by law), paid time off, or holiday pay, or other rights and privileges accorded to regular Agency employees.



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- (e) There is no right to long-term employment or appointment to a regular position at the Agency as a result of serving as an intern.
- (f) All candidates must complete a pre-employment background check which includes a physical examination, drug and alcohol screening, criminal background, and reference check prior to beginning work. Interns who will be required to drive a motor vehicle to conduct Agency business as part of their internship, will also be required to possess a valid California Driver's License and maintain a satisfactory driving record. A copy of the intern's DMV record is required as part of the pre-employment screening.
- (g) Retention of the intern will be based on satisfactory performance, scholastic achievements, attendance, and dependability.
- (h) Candidates can apply year-round to available internship opportunities.
- (i) Relatives of current employees are eligible to apply and subject to the Agency's Nepotism Policy.
- (j) Managers and Supervisors and whoever will be designated to oversee the intern are responsible for completing any necessary forms to evaluate the intern and communicate with the school institution for interns who are required to receive college credit at the end of their internship.
- (k) The designated intern's supervisor is responsible for the day-to-day training, supervision, and evaluation of the intern.
- (l) Human Resources is responsible for recruiting and monitoring compliance with the internship program.

42.3 Eligibility

In order to qualify for any of the Agency's Internship Program, the candidate needs to meet the following criteria:

- a) All candidates must be students currently enrolled in a high school, community college, undergraduate, or graduate degree program, or a graduate of any of these schools/programs within one year, to be eligible for an internship. A high school student must have a valid high school work permit (or be able to obtain one) or must be at least 18 years of age at the time of application.
- b) Must have a current cumulative overall GPA of 2.5 or higher on a 4.0 scale.
- c) Must be able to be lawfully employed in United States.
- d) Must apply for a specific available internship opportunity.
- e) Able to be interviewed and accepted by SCV Water.
- f) Able to pass the necessary pre-employment background checks.
- g) Able to commit to an assignment for no less than 60 days.
- h) Able to meet the specific job requirements related to working schedule, location, transportation, and dress code.



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- i) Able to successfully complete new hire onboarding and safety training.
- j) Must be willing to adhere to the Agency’s policies and procedures, departmental rules and regulations, and all safety rules and regulations.

42.4 Compensation

Candidates selected for assignment will be paid on an hourly basis according to the State of California, Los Angeles County minimum wage. The General Manager or his/her designee can approve a higher salary rate based on the Agency’s approved classification plan for the position or similar position. Interns will only be paid for actual hours worked and according to the laws and regulations.

42.5 Procedures

- a) Human Resources will be responsible for advertising internship opportunities and will post on the Agency’s website, with college, university, high school placement and counseling career offices, and any other recognized intern program (student associations, academic departments, career/job fairs).
- b) Candidates interested in internships with the Agency must apply online and provide 1) a complete Agency employment application; 2) a cover letter and recent resume; 3) their most current unofficial transcripts with a minimum of 2.5 GPA; 4) references whom staff can contact regarding the applicant’s skills, knowledge, and work abilities. Letters of recommendation from instructors from which the educational institute’s candidate is currently enrolled will be accepted as references.
- c) The selection process will be conducted jointly by Human Resource staff and the supervisor/manager of the applicable department. The process will include an opportunity for open and competitive recruitment. Human Resources will reach out to the candidates whose education and experience matches the internship opportunity.
- d) Supervisor requests to fill intern assignments must be approved by the General Manager or his/her designee, and Human Resources like any other type of recruitment with the Agency.
- e) Student interns completing their education or who wish to transition to a specific Agency position will need to participate in the Agency’s recruitment process.
- f) If Personal Protective Equipment (PPE) is needed for the work, it will be provided to ensure safety.