

Internship Policy.

Sec.86-102 Purpose

Each department, at the discretion of the elected official/department head, may offer internship opportunities for students and others interested in learning more about the office or department's specific areas of specialization. Such internships may be paid or unpaid as each department defines and develops its own internship program. However, due to some federal oversight of internship programs by the Department of Labor, general provisions and guidelines are provided in this policy section.

Sec. 86-103 Policy Application

Internships are designed to provide an opportunity to others to learn more about the office or departmental operational functions and to observe how theoretical concepts are applied on a day-to-day basis. An internship may be paid or unpaid.

- (a) **Unpaid Internships** - the department shall ensure the intern is not displacing a regular employee; there is no guarantee of a job at the end of the internship; the un-paid internship does not provide a financial benefit to the office or department; the intern understands that he/she is not entitled to wages during the internship; the training provided is beneficial to the intern, and is similar to training provided or given in an educational environment.

If all factors listed in the above paragraph (e.g. Unpaid Internship) are met, an employment relationship does not exist under the Fair Labor Standards Act (FLSA), and the Act's minimum wage and overtime provisions do not apply to the intern.

- (a) **Paid Internships** – the department should review all proposed paid internships with the Human Resources/Civil Service Department prior to offering such internships or programs to ensure all pay and benefit issues are addressed.

Whether paid or unpaid, each department is responsible for ensuring its internship program complies with this policy and with other agreements that may be applicable to the internships (contracts with colleges, universities, etc.) In addition, all interns (paid or unpaid):

- (1) Must be at least 15 years of age or have completed his/her freshman year of high school;
- (2) Shall be subject to background checks;
- (3) Shall be required to sign all applicable documents related to their internship at Dallas County; and
- (4) Shall be required during the internship to comply with Dallas County Employee Code of Conduct.

(Ord. No. 2014-0835, 06-17-2014)