

Internship Program Policy

1.00 PURPOSE

The purpose of this policy is to establish the process under which the District will employ interns.

2.00 POLICY/PROCEDURES

- A. Interns shall be currently enrolled in college as an undergraduate or graduate student, or have graduated within the last two years from an accredited college/university with substantial course work in plant science, agriculture, horticulture, irrigation science, engineering, environmental science, water/wastewater management, business administration or a field of study related to the specific intern job requirements.
- B. Interns shall have a working knowledge of the methods and techniques of plants, soils, landscaping, irrigation, research, and report preparation.

Interns shall have the ability to communicate clearly and concisely, to establish and maintain effective relationships with co-workers, elected officials and members of the public, operate standard office equipment, and understand computer applications such as word processing and spread sheet programs.

Interns shall, when required, possess or have the ability to obtain before employment, a valid Class "C" California driver's license.

Interns shall maintain physical conditions appropriate for the performance of assigned duties and responsibilities, which may include walking, standing or sitting for extended periods of time, maintain effective audio-visual discrimination and perception, and maintain the mental capacity necessary for making sound decisions.

- C. Interns shall work under the direct supervision of qualified staff and shall participate and receive training in the operation of a California Water Conservation District by working on special projects, performing routine administrative assignments and related duties as assigned by his or her supervisor.
- D. With the approval of the General Manager and the direct supervisor, interns may be employed in any area of the District.
- E. Internships at the District are limited to a maximum of 960 hours per fiscal year. Internships may be extended with the approval of the General Manager.
- F. Interns shall be considered part-time employees of the District and shall receive only those benefits provided for in District Policy Number 31.
- G. Interns shall be compensated within the parameters as set forth by the direction of the Board of Directors to the General Manager.
- H. No individual shall be employed as an intern without completing and Application for Internship (available at the District), passing a physical exam and a background investigation.

- I. At the end of an individual's internship, or as might be required through the intern's educational institution, he or she shall receive an Internship Performance Appraisal (available at the District), or on forms provided by the educational institution. A copy of the appraisal(s) will be placed in the intern's personnel file.
- J. To be employed as an intern, the individual is not required to have any prior experience.
- K. Scheduling of the intern's work hours shall be at the mutual agreement of the intern and their respective supervisor. Under no conditions, shall an intern work less than two hours or no more than eight hours on any given day or 40 hours in any work week (Sunday-Saturday).
- L. The number of interns employed at the District at any given time may not exceed the Board approved level.
- M. Overall daily administration, application and period review of this Policy shall be the responsibility of the General Manager and respective supervisors.

CHINO BASIN WATER CONSERVATION DISTRICT'S APPLICATION FOR INTERNSHIP

Department Desired: _____

Name: _____ Telephone No. _____
Print last, first, middle

Current address: _____
Number & street City State Zip

Have you previously held an internship position? Yes No

If yes, with who & when _____

Are you currently enrolled in school? Yes No

If yes, at what institution _____ Standing _____
(Fresh, Soph, Junior, Senior etc.)

Education History: Please provide the educational information requested.

School Name/Location	Course of Study/Major	Diploma/Degree Yes/No
College/University		
Graduate/Professional		

Have you ever pled guilty or "no contest" or been convicted of a misdemeanor or felony? (excluding marijuana related offenses with a sentence of less than two years) Yes No

If yes, please provide dates and details

Person/professional references: Please list three individuals who know you well. Do not list previous employers or family members.

Name	Address	Telephone Number	Nature of Relationship

Employment History: Please list the names of your present and/or previous employers in chronological order, beginning with your current or most recent employer, for the last 5 years.

Present/most recent employer	Employed From:	Job Title or Position:
Street Address	To:	Responsibilities/duties:
City, State, Zip Code	Starting Pay:	
Telephone No.	Ending Pay:	
Supervisor's Name & Title		
Previous employer	Employed From:	Job Title or Position:
Street Address	To:	Responsibilities/duties:
City, State, Zip Code	Starting Pay:	
Telephone No.	Ending Pay:	
Supervisor's Name & Title		
Previous employer	Employed From:	Job Title or Position:
Street Address	To:	Responsibilities/duties:
City, State, Zip Code	Starting Pay:	
Telephone No.	Ending Pay:	
Supervisor's Name & Title		

May we contact your current employer? Yes No

If no, please explain _____

