

Paid Internship Program Department FAQ

- My Department is interested in hiring a paid intern. How do I start the process?
 - Paid interns are extra- help employees. In order to hire a paid intern for your department you will first need to submit an extra-help request form.

- I am already utilizing an unpaid intern; do I have the ability to move them into a paid internship position?
 - In short, no. Due to California Assembly Bill 2830 (AB 2830), all internship positions must go through a competitive process to allow potential students who fall under specific categories an opportunity to be provided with a hiring process. You can read more about AB 2830 on the state legislature website [HERE](#), or you can reach out to the Volunteer and Intern Program Manager, Jeff Hentzen at Jeffrey.Hentzen@ocgov.com

- How long can I expect the process to take from notifying Human Resources to having the intern start?
 - It will depend on the outreach required. However, the process will typically take one to two months.

- How long can a paid intern work in our department?
 - Paid interns are eligible to work up to a maximum of 12 months.

- Am I able to have more than one intern at a time? Is there a maximum number of interns a department may have at any one time?
 - There is not a maximum number; however, each department will need to ensure that it has the budgetary resources, the approved extra-help positions and adequate resources to provide appropriate supervision.

- How do paid interns record their time?
 - As extra-help employees, paid interns will record their time through the VTI system.

- Do County departments compete with one another for a select number of interns?
 - No. Each paid internship opportunity will be advertised as a separate opportunity providing information on the unique job duties and requirements for that internship.

- What is the difference between the three different classifications (undergraduate, graduate, and technical)?
 - The classifications are based on the current or most recent educational level required for the specific internship.

Undergraduate Intern

This class is used to hire interns currently enrolled in or recently graduated from an Associate's or Bachelor's degree program.

Graduate Intern

This class is used to hire interns who are currently enrolled in or recently graduated from an advanced degree program (Master's degree or above).

Technical Intern

This class is used to hire interns who are currently enrolled in or recently graduated from an accredited, post-secondary educational or technical/vocational institution, having completed technology/vocational coursework related to a specialized field of study. This level may be utilized for functional areas involving technical skills such as information technology, graphic design, engineering, etc.

- Is there a difference of expectations between a paid or unpaid intern?
 - Both have an emphasis on the academic-related focus required for both paid and unpaid internships as well as mentoring, coaching, etc. Paid interns may be able to commit to additional hours or a longer timeframe commitment since they do not have to seek other employment.
- An intern has asked that I write a letter of recommendation or a reference letter for them. Am I able to comply with this request?
 - Contact the Intern/Volunteer Manager for a sample response.
- A paid intern was injured while on the job, what is the procedure for this type of situation?
 - This situation is handled the same as for any other extra-help employee. Please contact your HR Manager or representative.
- I am unable to budget for a paid intern, how do I request an unpaid intern?
 - Please contact the Volunteer and Intern Program Manager, Jeff Hentzen at Jeffrey.Hentzen@ocgov.com
- How many hours are paid interns allowed to work (per week/per pay period?)
 - Paid interns will typically work approximately 20 hours per week; however, they are not permitted to work more than 59 hours per pay period. In addition, paid interns are not permitted to work more than 1,040 hours in a 12 month period.
- Are there any restrictions regarding close family members related to a paid intern working in the same department/unit/office?
 - The same restrictions apply as to any other position within the County in that it is not appropriate for an intern to work directly with a close family member.
- I have a paid intern assigned to my department but it is not a good fit, what are my options?
 - This situation is handled the same as for any other extra-help employee. Please contact your Satellite Team Manager.
- I have gone through the process and selected a paid intern to start, what are the on boarding procedures on day one?
 - The paid intern will go through the same on boarding procedures as an extra-help employee.
- Do paid interns go through any type of background screening/check or drug test?

- Paid Interns will go through the Live Scan process once they are offered a position, similar to other extra-help positions. Some departments may require a more extensive background process.
- Are paid interns provided with a login to access County computers?
 - Interns will need a login to access VTI in order to submit their timesheet and access to email and various County programs/software will likely be required. Additional access to county programs/software is made at the department level. Consult with your immediate supervisor on the approval process of a paid intern receiving specific access.
- Who is responsible for supervising the paid intern?
 - The intern should be assigned to one specific supervisor; however, depending on the intern's availability additional staff can oversee the intern. Please also refer to the intern guide located [HERE](#) for additional information on the important academic/career development components of a successful internship.