

Luzerne County Internship Program



Luzerne County Internship Program

Luzerne County Internship Program

TABLE OF CONTENTS

Luzerne County Internship Program

1.0 Introduction	1
1.1 Purpose	1
1.2 General Information	1
2.0 Qualifications	2
3.0 Application Process	3
3.1 Application Materials	3
3.2 Submission of Application Materials	3
3.3 Application Review and Interview Process	3
3.3.1 Application Review	3
3.3.2 Interview Process	4
4.0 Orientation and Placement	4
4.1 Orientation Session	4
4.2 Placement	4
5.0 Additional Information and Questions	5

1.0 Introduction

Luzerne County's Internship Program ("Internship Program") provides undergraduate students with an interest in public service the opportunity to learn about and contribute to local government while gaining real world experience.

The Internship Program is an unpaid, ten (10) week program designed to expose participants to their specific areas of interest within County government, as well as provide the opportunity to learn about many other aspects and facets of County government and its operations. Internships will be available in various departments of Luzerne County, including 911 Emergency Services, Information Technology, Budget and Finance, Controller's Office, County Manager's Office and more.

The information set forth below is subject to change and may be modified, suspended or revoked without notice in whole or in part.

1.1 Purpose

The purpose of this policy is to set forth and define the application and acceptance process, as well as to set forth the expectations for participants in the Internship Program. All individuals seeking an internship through Luzerne County must abide by all the requirements and regulations set forth in this policy.

1.2 General Information

Participants in the Internship Program are not employees of Luzerne County and, as such, shall not be entitled to any of the rights and/or benefits conferred to employees. This policy and any other related documents do not constitute or form an express or implied contract for employment. Internships are not guaranteed and may be terminated at any time by the participant or the head of the division to which the participant is assigned without cause or prior notice. Additionally, participation in the Internship Program does not create a guarantee of any future employment or placement in future Internship Programs.

Internships through Luzerne County are unpaid. However, participants may be eligible to receive academic credit through their participation in the Program. In order to receive such credit, participants must comply with his or her educational institution's requirements. Experience gained through the Internship Program is for the benefit of the participant, and participants shall work under close supervision of existing Luzerne County staff. Work performed by a participant in the Internship Program must bear a relationship to his or her formal academic program or career interest.

Additionally, participants may perform work which will not:

- Result in the displacement of regular employees or impair existing contracts for service;
- Fill a vacant position;

- Be used as a supplemental workforce to enhance or expand the delivery of Luzerne County service; or
- Be primarily clerical in nature.

Placement of Internship Program participants may be reviewed from time to time to ensure participants are not being used to supplant or displace regular employees.

In addition to placement in accordance with self-identified interests, every other Friday participants in the Internship Program will participate in activities including presentations and speakers from different areas of County government and visits to different municipal offices, operations and programs. These activities will provide education and insight into multiple areas of County government.

Participants in the Internship Program are required to have their own transportation to and from the internship site as well as the site of any meetings, tours or presentations. Transportation and transportation costs are the responsibility of the participant and the County shall not reimburse participants for these costs.

2.0 Qualifications

To qualify as a participant in the Luzerne County Internship Program, students must be currently enrolled as a full-time student, in good academic standing, as defined by his or her academic institution. The student must provide proof of enrollment and proof of good standing with his or her Internship Program application.

Additionally, if selected for placement in the Luzerne County Internship Program, participants must submit to a background check and any required clearances including FBI, Pennsylvania State Police, and Child Abuse History clearances.

Luzerne County is an equal employment opportunity employer. The County recruits, employs, retains, promotes, terminates and determines terms and conditions of employment for all employees and job applicants without discrimination based on sex, actual or perceived sexual orientation or gender race, color, religion, national origin, pregnancy, age, marital status, disability, or veteran status.

Luzerne County is committed to ensuring that the practices and conduct of all its employees and interns comply with the requirements of federal law and state laws against employment discrimination. To that end, the County expects all employees to work in a manner that reflects mutual respect, courtesy and dignity amongst co-workers. It is the policy of the County that all employees have the right to work in an environment free from harassment/discrimination based upon their race, color, religion, gender, national origin, age, marital status, actual or perceived sexual orientation or gender identity, any physical or mental disability, or any other protected status or characteristic. The County will not tolerate any such harassment/discrimination of employees or interns by other interns, County employees, co-workers, supervisors or County vendors.

3.0 Application Process

3.1 Application Materials

Interested students must submit the following application materials to be considered for placement in the Luzerne County Internship Program:

- Letter of interest describing student interest in public service and/or local government, as well as placement interest;
- Resume;
- Two (2) letters of reference from individuals unrelated to the applicant;
- Proof of enrollment and good standing as defined by academic institution; and
- If requesting academic credit, a copy of the academic institution's requirements.

A listing of Luzerne County Divisions and Departments participating in the Luzerne County Internship Program is available by visiting www.luzernecounty.org.

Failure to submit the required materials may render a student's application invalid.

3.2 Submission of Application Materials

Applicants should submit their completed application materials to the Luzerne County Department of Human Resources by mailing same to the following address:

Luzerne County Internship Opportunities
Office of Human Resources
Penn Place Building, Suite 225
20 North Pennsylvania Avenue
200 North River Street
Wilkes-Barre, PA 18702

Applicants may also submit their completed application materials to the following email address:

gina.mcandrew@luzernecounty.org

All completed applications must be received no later than April 21, 2017.

3.3 Application Review and Interview Process

3.3.1 Application Review

After the application period has closed, all application materials will be reviewed by the Department of Human Resources and, if necessary, redacted in accordance with the Luzerne

County Home Rule Charter and Personnel Code, and forwarded to Department Heads who have expressed an interest in participating in the Luzerne County Internship Program in line with the area(s) in which the applicant has expressed an interest. Applications will then be reviewed by the respective Department Head(s).

3.3.2 Interview Process

After review by the respective Department Head(s), interviews will be scheduled. These interviews will be conducted by the appropriate Division and/or Department Head(s), and the Department of Human Resources may also participate if requested by the Division/Department Head(s).

Once all interviews have been conducted, all applicants will be notified whether they have been offered a placement in the Luzerne County Internship Program. Applicants will be notified by April 28, 2017 and successful applicants must notify the Department of Human Resources of their acceptance or rejection of placement by May 12, 2017.

4.0 Orientation and Placement

4.1 Orientation Session

All participants in the Luzerne County Internship Program must attend the orientation session, which will be held on May 30, 2017 at Penn Place in the Department of Human Resources. Participants must complete the required background check and secure all required clearances prior to this date, and must provide proof of same on the date of orientation. Failure to obtain the necessary clearances may result in dismissal from the Internship Program.

At the orientation session, participants will obtain the appropriate county identification badges and will complete all necessary paperwork as determined by the County. Such paperwork may include a Waiver of Liability, a Confidentiality Statement, and any other documentation required by the Department of Human Resources, Department of Law, County Manager, or the respective Division and/or Department to which the participant is assigned. Participants in the Internship Program will also be provided with a tour of the Luzerne County Courthouse during the orientation session.

4.2 Placement

During the orientation session, participants will be introduced to the internship supervisor for the division and/or department to which each participant has been assigned. Each participant will be provided a tour of their workspace by his or her respective supervisor and will be introduced to the staff members of the respective division and/or department to which he or she is assigned. Each participant will meet with his or her respective supervisor to determine the participant's schedule and the requirements for academic credit by his or her academic institution, if such credit is requested. A copy of each participant's schedule must be forwarded

to the Department of Human Resources. Participants will be provided adequate work space and access to necessary supplies and materials.

5.0 Additional Information and Questions

Requests for additional information or any questions regarding the Internship Program and the application/review/interview process may be directed to Human Resources at (570) 830-5150.

Participants may direct any questions or concerns to their respective supervisors. If participants are uncomfortable bringing questions or concerns to their respective supervisors, or their questions or concerns are not adequately addressed, participants may contact their respective Division and/or Department Heads, or the Department of Human Resources.