

RESOLUTION NO. 14-197

A RESOLUTION OF THE MAYOR AND THE CITY COUNCIL OF THE CITY OF DORAL, FLORIDA, APPROVING THE CITY OF DORAL'S INTERNSHIP POLICY, IN SUBSTANTIALLY THE FORM PROVIDED; APPROVING THE INITIAL INTERNSHIP PROGRAM; AUTHORIZING THE CITY MANAGER TO EXECUTE SUCH DOCUMENTS WITH UNIVERSITIES AND OTHER INSTITUTION OF HIGHER LEARNING AS MAY BE NEEDED TO FORMALIZE THE CITY'S INTERNSHIP PROGRAM WITH THE INSTITUTIONS, SUBJECT TO APPROVAL AS TO FORM AND LEGAL SUFFICIENCY BY THE CITY ATTORNEY; PROVIDING FOR IMPLEMENTATION; AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the City Council for the City of Doral (the "City") desires to renew and enhance the internship program in and for the City, involving undergraduate students working and learning from the various City Departments, the administration, and the elected officials (the "Internship Program"); and

WHEREAS, as part of that effort, the City Council previously directed staff to review and revise the policies underlying the Internship Program and to work with institutions of higher learning to formalize the City's Internship Program so as to create the conditions for program participants to receive college credit for successfully completing the Internship Program ; and

WHEREAS, in response, staff has prepared, proposed, and recommended for approval the Internship Programs policies, in the substantially the form attached hereto as Exhibit "A", which are incorporated herein and made a part hereof by this reference; and

WHEREAS, staff has also been working with institutions of higher learning to formalize an initial version of the Internship Program, in substantially the form attached

hereto as Exhibit "B", which is incorporated herein and made a part hereof by this reference; and

WHEREAS, the Mayor and the City Council find that establishing the Internship Program as provided herein is in the best interest of the City.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF DORAL, FLORIDA, AS FOLLOWS:

Section 1. Recitals. The above recitals are confirmed, adopted, and incorporated herein and made a part hereof by this reference.

Section 2. Approval. The Internship Program policies and initial version, as presented in substantially the forms provided in Exhibit "A" and Exhibit "B", respectively, are hereby approved.

Section 3. Authorization. The City Manager is hereby authorized to execute such documents with universities and other institutions of higher learning as may be needed to formalize the City's internship program with said institutions, subject to approval as to form and legal sufficiency by the City Attorney.

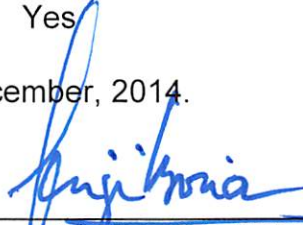
Section 4. Implementation. The City Manager and the City Attorney are hereby authorized to take such other action as may be necessary to implement the purpose and the provisions of this Resolution.

Section 5. Effective Date. This Resolution shall become effective immediately upon its adoption.

The foregoing Resolution was offered by Mayor Boria who moved its adoption. The motion was seconded by Councilmember Rodriguez and upon being put to a vote, the vote was as follows:

Mayor Luigi Boria	Yes
Vice Mayor Sandra Ruiz	Yes
Councilman Pete Cabrera	Yes
Councilwoman Cristi Fraga	Yes
Councilwoman Ana Maria Rodriguez	Yes

PASSED AND ADOPTED this 10th day of December, 2014.




LUIGI BORIA, MAYOR

ATTEST:



BARBARA HERRERA, CITY CLERK

APPROVED AS TO FORM AND LEGAL
SUFFICIENCY FOR THE SOLE USE OF
THE CITY OF DORAL.



WEISS, SEROTA, HELFMAN, COLE,
BIERMAN & POPOK, PL
CITY ATTORNEY

EXHIBIT “A”



City of Doral Internship Policy and Procedures

I. Introduction:

The City of Doral recognizes the value of hands on experience that an internship program provides to students ready to break out into their field of study. The City's goal is to provide a meaningful experience to enrich the student's growth.

II. Scope:

To establish a program for student interns, the City of Doral makes a commitment to train students in their area of interest to the extent possible. Similarly, the intern commits to assist the City in projects, while gaining hands on experience and exposure to their field of study.

III. Purpose:

The purpose of this policy is to establish a guideline for Department Heads, City Council members and Interns on standard processes of engaging in an internship program.

IV. Definitions:

Intern - An intern is a student seeking supervised practical training in their field of study to gain experience.

Internship - An unpaid program in which the student makes a commitment to the City of Doral to assist in projects and daily work activities in their occupational field. Likewise, the City of Doral commits to providing hands on practical training to the intern to gain experience which will prepare the intern for future, gainful employment.

Academic Institution – An accredited college, university, or technical education program at which the Intern is currently enrolled.

Supervisor- The department head or his/her designee, or members of the City Council, a person of authority who will be responsible for the supervision and training of the intern.

V. Supervisor's Eligibility:

A supervisor's eligibility to receive an intern is contingent on availability of space and equipment and ability to follow procedures and guidelines as set forth by this policy by signing for and acknowledging below.

VI. Intern Eligibility:

Interns shall be at least eighteen years of age.

A student eligible for an unpaid internship must provide proof of the following:

- Current enrollment in an academic institution, such as course schedule.
- Proof which displays credits will be given by the academic institution for the internship participation.

A former employee who resigned from the City in good standing is eligible to participate in the City's internship program. The City defines "good standing" as an employee who provided two-weeks advanced notice of his or her resignation in accordance with rule 13.1 of the Employee Policies and Procedures Manual and has not received any corrective action or other formal discipline, a performance improvement plan or unsatisfactory performance evaluation during their employment (for employees employed between 90 days and 12 months) or within the previous 12 month period (for employees employed 1 year or longer). A former employee who was not in good standing at the time of resignation or who was terminated from employment is not eligible to participate in the internship program.

VII. Procedure:

The Supervisor requesting an intern must fill out an internship requisition memorandum addressed to the City Manager with expected approximate length of time of internship (customarily one semester long or three months) along with a signed copy of this policy and obtain approval from the City Manager. The requisition will be sent for processing from the City Manager to the Human Resources Department for Intern recruitment and selection. Once an intern is selected by the Human Resources department, the intern must fill out an Application for Internship with Human Resources and provide proof of enrollment from the Accredited Academic Institution; i.e., a schedule and documents showing that they will receive credit for the internship. Once all applicable paperwork is submitted by the intern, and all personal and professional reference checks and background checks are successfully completed, the paperwork is submitted by the Human Resources department to the City Manager for final review and approval.

Once the intern is approved by the City Manager, the Human Resources department will call the intern to report to orientation and to begin their internship. Under no circumstances is an intern to begin his/her internship at the City before completion of a background check, or before final approval is obtained by the City Manager or before an orientation is conducted by the Human Resources department.

At orientation, the intern will receive and sign for the policies and procedures applicable to him/her as an intern (as determined by Human Resources) and receive a temporary badge.

The intern is required to check in and out daily with the Public Affairs Coordinator or his/her designee. The intern's daily time must be recorded on the daily log sheet along with a weekly report of the tasks performed. The daily log sheet and weekly report must be turned in to the Public Affairs Coordinator or his/her designee on the last day the intern reports for the week.

Policy Guidelines:

The intern must make a commitment to the respective department on reliability and dependability, and must fulfill all responsibilities and obligations of the internship until said internship has ended.

The intern must uphold all policies and procedures and abide by the code of conduct as set forth by the Human Resources department.

Interns shall wear the City of Doral temporary identification badge while on assignment at all times and must remain in the supervision of their direct supervisor or in the assigned designated area and refrain from entering restricted areas as set forth by the security policy.

The direct supervisor must directly supervise, account for, oversee and train the intern. The intern must perform under direct supervision of the supervisor at all times.

Interns are not employees, thus an intern cannot request information directly from staff members. All requests for information needed to perform tasks must be submitted through the intern's supervisor.

At the time an internship has ended, the Supervisor is responsible to provide feedback to the intern on their performance.

VIII. Post Internship:

At the end of the internship, the intern's supervisor must complete the Internship Performance Feedback form and provide a copy to the intern. The intern must be directed to the Human Resources Department. The intern must submit a copy of the Internship Performance Feedback form along with the temporary identification badge to request access termination.

IX. Disclaimer:

This policy is a summary of general policies and procedures as it relates to internship opportunities with the City of Doral and in no way constitutes an offer of employment or contract/guarantee for future employment. In addition, the intern acknowledges that he/she serves at the will of the City Manager, and the internship can be terminated by either party, at any time, without or without reason or prior notice. All internship opportunities with the City of Doral are unpaid. Volunteers will only be accepted in the Parks and Recreation Department or any other department that the City Manager may determine that a need exists.

Name (Please Print): _____

Signature

Date