

Town of Meredith – Administrative Regulation

Effective Date: January 26, 2024

Regulation No: 42

Revision Date: NA

Supersedes: NA

Approved by: Troy Brown, Town Manager

Subject: Internship Policy

I. PURPOSE

The purpose of this document is to define the responsibilities and rules for an unpaid intern with the Town of Meredith.

II. POLICY

Department heads and supervisors are responsible to ensure that volunteers and unpaid interns in their departments meet the criteria as defined in the federal Fair Labor Standards Act and that the appropriate waiver forms are signed and submitted to Human Resources. The Town of Meredith has established the following policy for unpaid student interns.

Unpaid Student Intern/Trainee

An unpaid student intern means a college or university student who chooses to intern at the Town of Meredith without compensation. It may also mean a high school student whose program is registered with the NH Department of Labor in accordance with RSA 297:22-aa, High School and Post Secondary Students, Rule 805. An unpaid student intern/trainee performs services primarily for his or her own benefit, does not displace a regular employee, and is not entitled to a job. Student interns/trainees are considered volunteers and not Town of Meredith employees. If an intern receives compensation for work performed, he/she is considered a temporary employee, whereby adherence to hiring policies and Town ordinances apply.

For an individual to be considered an unpaid intern, the criteria listed below must be met. If any of these conditions are not met, an employer-employee relationship exists, and the student intern should receive compensation.

- a. The training, even though it involves actual Town operations, is similar to training which is provided in an educational environment.
- b. Training is for the benefit of the student intern.
- c. The student intern does not displace a regular employee, but works under close supervision.
- d. The department that provides the internship/training derives no immediate advantage for the unpaid intern/trainee's activities and, occasionally, its operations may actually be impeded.
- e. The student is not entitled to a job at the end of the internship/training.
- f. Both the student intern/trainee and the department understand that the student intern/trainee is not entitled to wages for the time spent in the internship.

Student Interns/Trainees must meet the following requirements:

- a. The student must complete an Intern Waiver and Release form and an Intern Code of Conduct form and return it to HR prior to the beginning of the internship.
 - If the student/intern is under the age of 18 the form must also be signed by the parent or legal guardian.
- b. The supervisor or department head must obtain one favorable reference.
- c. A criminal background check is required for each intern who works with youth, elderly or disabled individuals or who is otherwise assigned to a sensitive position that involves access to or custody of cash, equipment, or confidential information.
- d. A motor vehicle record check and proof of a valid license is required if the duties involve driving a Town vehicle.

Other Town Requirements:

- a. The unpaid student intern/trainee must meet with the supervising employee(s) and/or the department head to discuss expectations and reach an agreement on the duration, work schedule, scope of work, supervision, evaluation, and any other specific requirements of the school's internship program.
- b. The unpaid student intern/trainee must provide evidence from the school that they are receiving academic credit for interning with the Town of Meredith.
- c. The supervisor must train the unpaid student intern/trainee in specific tasks, as well as in Town policies, rules, regulations, and safety procedures.

REMINDER

***STUDENT INTERNSHIPS MUST NOT REPLACE WORK PERFORMED BY A PAID EMPLOYEE OR
BARGAINING UNIT MEMBER***