

**A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF MANATEE COUNTY, FLORIDA, AMENDING SECTION I, EMPLOYMENT, OF THE MANATEE COUNTY PERSONNEL POLICY, RULES AND PROCEDURES, ESTABLISHING AND AUTHORIZING RECRUITMENT OF STUDENT WORKER/INTERNS.**

WHEREAS, the Board of County Commissioners of the County of Manatee, did on July 28, 1992, approve in open session a revised document entitled "Manatee County Personnel Policy, Rules and Procedures", and

WHEREAS, Section I of the Personnel Policy, Rules and Procedures references employment of individuals regardless of race, religion, creed, color, sex, age, national origin, marital status, political affiliation, physical disability, and

WHEREAS, Manatee County Government has historically encouraged, supported and provided secondary and post secondary students with work experience in County government that is relevant to their educational goals and objectives or career interests, and

WHEREAS, student worker/internships offer Manatee County Government an opportunity to participate in the educational process and can help long term recruitment and training costs, and

WHEREAS, it has been determined that it is in Manatee County Government's and the community's best interest to continue the student worker/intern relationship,

NOW THEREFORE BE IT RESOLVED by the Board of County Commissioners of Manatee County, Florida that Section I, Employment, of the Personnel Policy, Rules and Procedures is amended as follows, adding:

**E. Employment of Student Worker/Interns**

1. Student worker or internship opportunities provide students with work experience in County government that is relevant to their educational goals and objectives or personal career interests.
2. Recruitment of student workers or interns shall be conducted through the County's regular recruiting procedures, outlined in this section, unless otherwise approved by the Human Resources Director.
3. Students shall not be recruited to fill regularly authorized position vacancies or displace regular employees. Students are considered temporary employees and are not eligible for benefits entitled by regular employees. Student worker/intern appointments will not exceed 12 months.
4. To be eligible for employment as a student worker or intern, an individual must be a student in good standing, enrolled in or on approved break from, an accredited secondary or post secondary school, junior college, college or university, or a vocational-technical school.

5. Certification may be required to ensure the student's work experience or internship appointment is tied to academic enrollment or that the student is enrolled in good standing.
6. Students are required to notify the employing department of any change in their academic or disciplinary standing at the institution. Any student that is placed on academic or disciplinary probation must resign or be terminated from his/her student worker/intern position immediately.
7. Students who are under 18 will be appointed in accordance with applicable child labor laws.
8. Compensation of students may vary in the form of wages paid, school credit or both. If paid wages, students will receive payment at the minimum pay rate of selected positions within established pay grades, based on their level of education or work experience. There are 4 classifications of student worker/intern positions; Student Worker I, II, III & IV. These classifications represent entry level, progressive, substantial and significant changes in the nature of work from one position to the next.
9. Students not paid wages must complete a Volunteer Service Agreement form (Form VSA<18 if under 18 years of age or form VSA>18 if 18 years of age or older).
10. The Human Resources Department is responsible for the development, coordination and promotion of student worker/intern recruitment activities, and is responsible for ensuring that all interested persons have an equal opportunity to apply and be considered for student worker/internship opportunities.
11. The County Administrator is hereby authorized to administratively establish and revise, as necessary, wage schedules of student worker/interns and operational procedures.

ADOPTED in open session, a quorum present and voting this 2nd day of September, 1997.

BOARD OF COUNTY COMMISSIONERS  
OF MANATEE COUNTY, FL

BY: *Patricia M. Glass*  
CHAIRMAN

ATTEST: *R.B. STORRE*  
Clerk of the Circuit Court

BY: *[Signature]*

*Copy to Human Resources / Gary Dyer 9/4/97*  
*cc: Internal Audit 9/4/97*  
*County Attorney 9/4/97*