

Category: 300  
Number: 316

Subject: **RECRUITMENT SELECTION, AND APPOINTMENT OF INTERNS AND STUDENT SERVICE/PLACEMENT WORKERS**

1. **PURPOSE:** It is the purpose of this policy to establish a system of uniform and appropriate rules and regulations regarding the recruitment, selection and appointment of interns and student placement/service workers.
2. **AUTHORITY:** The Saginaw County Board of Commissioners.
3. **APPLICATION:** The rules and regulations herein set forth apply to all interns and student service/placement workers utilized by Saginaw County Departments, pursuant to Policy #301.
4. **RESPONSIBILITY:** The Controller/CAO shall be responsible for developing and implementing this policy.
5. **DEFINITIONS:** Types of service are defined as follows:
  - 5.1 **Intern:** Individuals working for Saginaw County on a paid or unpaid basis for a designated term of service not to exceed 15 weeks for the purpose of completing a variety of special projects and/or to gain experience or school credit.
  - 5.2 **Student Service/Placement Workers:** Individuals working through a designated third party or agency on a paid or unpaid basis for a limited term not to exceed 15 weeks for the purpose of completing a variety of special projects and/or to gain experience or school credit.
6. **POLICY:** It shall be the policy of Saginaw County to recruit and select the most qualified persons for positions in the County service. Recruitment and selection shall be conducted in accordance with the County's Equal Employment Opportunity Policy for all intern positions, and to the fullest extent possible for student placement/service workers to ensure open competition, and to prohibit discrimination because of race, sex, religion, national origin, politics, age, mental or physical handicap, or other non job related factors. The administrative procedures on filling positions are continued in Section 7 of this policy.
  - 6.1 Any arrangements for interns and student service/placement workers which fall outside the scope of what is defined in this policy will be handled by the Controller or his/her designee on a case by case basis.

7. ADMINISTRATIVE PROCEDURES:

7.1 Notice of Position: Before filling an intern or student service/placement position, the Department must demonstrate to the Controller's Office it has the resources in its budget to fund the internship or placement. This would include wages, social security, and workers' compensation insurance for paid internships and workers' compensation coverage for unpaid internships, as the County is considered the employer. As the third parties sponsoring a student service/placement worker are considered the employing agent, proof of workers' compensation coverage must be obtained by the Department from the agency. An indemnification agreement may also be required.

7.1.1 Announcements/postings of intern vacancies will be handled by the Personnel Division. Contact with third parties regarding student service/placement opportunities will be handled by the individual Departments.

7.2 APPLICATION: Applicants for all intern positions must complete a County of Saginaw application. Resumes will be accepted pending completion of an application. Student service/placement workers must complete an information sheet. Applications/information sheets must be filed in the Personnel Division of the Controller's Office.

7.3 Recruitment and Selection: Recruitment and selection shall occur as follows:

7.3.1 Interns: Recruitment and selection of applicants will be consistent with policies established for the recruitment and selection of all other County employees unless otherwise noted in this policy.

7.3.2 Student Service/Placement Workers: Because outside, third party agencies are responsible for recruiting student service/placement workers for their organizations, the County shall begin the recruitment and selection process in the selection stage. Because of this, efforts shall be made by the Department to ensure the third party is utilizing open recruitment methods. When possible, Departments will select from a pool of candidates from the third party agency they are working with, and they shall also follow equal employment opportunity hiring practices.

- 7.4 Appointment: Appointment of applicants to intern and student service/placement worker positions will be made by the following means:
- 7.4.1 Intern: Appointment to an intern position will be made on the basis of merit by selection from eligibility lists established in accordance with the provision of this policy and the Federal Standards for a Merit System of Personnel Administration. It will be consistent with policies established for the appointment of all other County employees except where otherwise noted.
  - 7.4.2 Student Service/Placement: Appointment to a student service/placement worker position will be made by merit selection through an eligibility list. When this is not possible, a letter briefly detailing the selection process shall be sent to the Personnel Division of the Controller's Office.
  - 7.4.3 Authority to make appointments in both cases shall be vested in the head of the department or in an individual designated as an intern/ student service/placement coordinator.
  - 7.4.4 A certificate of eligibility for appointment shall be initiated by the Department Head and certified by the Personnel Division before the appointment becomes valid. Once certified by the Personnel Division, a Conditional Offer of Employment Questionnaire must be completed by the candidate and the Department Head and sent to the Personnel Division for examination prior to a pre employment physical examination. This procedure shall not necessarily pertain to elected officials with statutory appointment authority unless the position involves a position or activity funded in whole or in part by Federal Funds.
- 7.5 Physical Examinations: Before being appointed, all interns must undergo a pre employment physical and drug screen. Student service/placement workers employed by third parties do not have to undergo physicals or drug screens unless such an exam is made necessary by the conditions of their service.
- 7.6 Background Checks: All applicants will have to undergo the background checks necessary for other individuals working in the Department who have access to the same materials or individuals the interns/student service workers will have the ability to access. This includes but is not limited to criminal, traffic, or child protective service checks.
- 7.7 Filing a False Application/Information Sheet: Falsification of information on any employment application/information sheet or statement of medical history is grounds for rejecting the applicant or dismissing an intern or student service/placement worker who provided false information.

7.8 Benefits: As all interns are considered temporary workers, they are not entitled to fringe benefits and they will be advised they will not receive fringe benefits.

8. CONTROLLER/CAO LEGAL COUNSEL REVIEW: The Controller/CAO has determined that this policy as submitted to the Board of Commissioners contains the necessary substance in order to carry out the purpose of the policy. County Civil Counsel has determined that this policy as submitted contains content that appears to be legal activities of the Saginaw County Board of Commissioners.

Approved as to Substance:  
Saginaw County Controller/CAO

Approved as to Legal Content:  
Saginaw County Civil Counsel

ADOPTED: April 25, 2000; Amended: April 23, 2002; Amended: December 12, 2006