

**Delaware County**  
**Board of Commissioners**

<b>Subject</b>	<b>Effective</b>	<b>Supersedes</b>	<b>This Sheet</b>	<b>Total</b>
Student Internship Program	April 28, 2025	New	1	4

**1.0 Purpose**

The purpose of this policy is to provide guidance regarding the Board of Commissioners Student Intern Program; provide a program policy statement; establish administrative regulations governing the program to Department Directors and other supervisory personnel regarding proper administration of the program.

**2.0 Scope**

All departments under the direction of the Delaware County Board of Commissioners.

**3.0 Distribution**

All departments under the direction of the Delaware County Board of County Commissioners.

**2.0 Policy**

**Policy Statement**

It shall be the policy of the Delaware County Board of Commissioners to provide internship opportunities, when possible, to students actively pursuing an educational degree program at the college/university level and, at times, for students that are seeking an internship experience at the high school or career center level. The purpose of the internship program shall be to provide the opportunity for students actively pursuing an educational degree program to gain meaningful, practical work experience directly related to their respective field of study.

Student interns should be assigned responsible duties and assignments and should not be used to perform routine clerical tasks on a regular basis.

The nature of the internship program requires the student to work while pursuing their academic studies. The work experience provided through the internship should augment the student's educational experience. In return for the opportunity to gain practical work experience, student interns shall be expected to perform duties or become involved with projects or assignments that are directly related to their field of study / coursework and to demonstrate responsibility/accountability in producing a quality work product.

### Program Requirements

- A. Intern positions shall be formally authorized in the approved annual appropriation measure and approved by the department director and the County Administrator within the available appropriations.
- B. If the intern is under the age of 18 years, then the parent or guardian must co-sign the County's authorization and waiver documents prior to the student beginning the internship experience. In most cases, a student intern at the high school level will not be eligible for employment or payment for their experience and will be classified as a volunteer for Delaware County, in accordance with the Delaware County Volunteer Handbook.
- C. For a candidate to be eligible for an internship, the candidate must be actively pursuing a degree program that is directly related to the nature of the intern position available with Delaware County. Furthermore, the candidate must be continuously enrolled at a college/university, or high school / career center when applicable, during the time the individual is employed or volunteering as an intern, with the exception of summer or other academic breaks and the exception referenced in paragraph (K) below. Continued employment or volunteer status with Delaware County as an intern shall be contingent upon continuous enrollment at the college/university level or high school / career center level.
- D. When paid, all intern positions shall fall into the category of seasonal or temporary, as defined by Rule 123:1-47-01 of the Ohio Administrative Code and shall be so designated in the approved annual appropriation measure and approval of the Department Director and County Administrator:
  - a. Seasonal Appointment – An appointment where an employee works a certain regular season or period of each year performing some work or activity limited to that season or period of the year.
  - b. Temporary Appointment – An appointment for a limited period of time, fixed by the appointing authority and approved by the County Administrator for a period not to exceed one hundred twenty days, except as allowed in section 124.30 of the Revised Code.

Interns shall follow all applicable requirements as a Delaware County employee, including policies, procedures and guidelines.

- E. When unpaid, the student intern will be classified as a volunteer with Delaware County following all applicable volunteer requirements, policies, procedures and guidelines as outlined in the volunteer handbook and all other applicable policies, procedures and guidelines.
- F. The very nature of the internship program requires the student to work or volunteer while actively pursuing their academic studies. Therefore, internship positions should be part-time or for a fixed period of time as outlined in this policy.
- G. All paid internship positions shall be in the "Unclassified" service, which means that those individuals serving in such positions shall serve at the pleasure of the Appointing Authority and shall have no property rights to the position. These individuals may be separated from employment at any point in their service with Delaware County and shall have no appeal rights regarding such termination or separation.
- H. All unpaid internship positions shall be volunteer in nature, which means that those individuals serving as a volunteer shall serve at the pleasure of the Appointing Authority and shall have no property rights to the position. These individuals may be separated from the volunteer position at any point during their volunteer service with Delaware County and shall have no appeal rights regarding such termination or separation.
- I. The recruitment and selection of student interns must be accomplished in accordance with the process and procedures established by the Delaware County Human Resources best practices for recruitment and onboarding for both paid and unpaid internship opportunities.
- J. The hours that a student intern may work will be flexible based upon the student's academic schedule. Paid Interns and their immediate supervisors will utilize the automated timekeeping system to account for all hours worked. The intern and their immediate supervisor shall agree on an established work schedule. Such work schedule may be determined based upon the intern's academic quarter/semester class schedule and/or based upon the needs of the County. The intern's immediate supervisor shall be responsible/accountable for monitoring the intern's work schedule and verifying the accuracy of the recorded work or volunteer time. Expectations of the generally agreed upon work schedule should be documented by the intern's supervisor.
- K. An individual's employment or volunteer status (when classified as an unpaid intern) as an intern shall normally end upon the end of the academic semester, quarter, or graduation. However, the intern may continue for no longer than one academic quarter or semester following graduation if permitted. As stated previously, the nature of the Student Intern Program is to allow the student the opportunity to work or volunteer

(when classified as an unpaid intern) while actively pursuing their academic studies. It is not the purpose of the Student Intern Program to provide a transitional or permanent source of employment after graduation. Any student intern interested in employment with Delaware County may apply for an open advertised position for consideration through the recruitment process.

- L. Paid and unpaid interns are not eligible to accrue vacation leave and are ineligible to receive holiday pay or personal leave. Per the Ohio Revised Code / Ohio Administrative Code, a paid student intern may accrue sick leave.
- M. If a student intern is eligible for payment for work performed, the intern shall be paid in accordance with the County's Compensation Management System.
- N. The supervisor must ensure the internship primarily benefits the intern and aligns with educational or professional development objectives. The intern should not displace regular employees or perform essential job functions typically handled by staff. Supervisors must provide meaningful learning opportunities, mentorship, and oversight, ensuring compliance with applicable labor laws and organizational guidelines.
- O. Before onboarding a paid or unpaid intern, the department must receive approval through the standard onboarding processes through Human Resources, the Department Director and County Administrator to verify compliance with internship criteria.

**Delaware County**  
**Board of Commissioners**  
**Student Internship**  
**Pay Guidelines**

A Delaware County paid intern would receive pay based upon the type of position the student would be assigned within according to the County's wage bands.

For Example:

1. Engineering Intern would be in a position within bands A through F and be paid \$19.59 per hour.
2. Human Resources intern would be in a position within bands G through I and be paid \$18.59 per hour.
3. An intern for JFS would be in a position within wage bands J through L and be paid \$16.00 per hour.

Graduate positions would add an additional \$1.00 to the above rates.

The chart below shows how wages would be applied for a paid student intern.

Position Range	Undergrad Rate	Graduate Rate
A-F	\$19.59/hr	\$20.59/hr
G-I	\$18.59/hr	\$19.59/hr
J-L	\$16.00/hr	N/A

**Note on Grant-Funded Internships:**

Grant-funded internships will be reimbursed at the rate allowed or approved under the applicable grant guidelines and policies and may not follow the pay rates outlined in this document. Compensation for these positions will be determined in accordance with the specific requirements and limitations of the available grant funds.