



PUBLIC WORKS INTERNSHIP PROGRAM AGREEMENT

American Public Works Association – Silicon Valley Chapter

This Agreement is intended to memorialize the obligations of the American Public Works Association – Silicon Valley Chapter (“APWA-SVC”) and the Public Works Internship Employer (“Employer”) relative to participation in the Public Works Internship Program. The Agreement provides a basic framework but does not replace any federal, state or local employment laws nor any existing company policies in place by any Employer. The goal of this Agreement is to ensure that participating Employers are aware of all obligations of participation and aware of the steps the APWA-SVC will take to support proper selection, placement and development of student Internship participants.

1. Student Eligibility

Any full-time student graduating a minimum of six months from the date of this agreement, with preference given to students who attend San Francisco Bay area colleges and universities, will be eligible to participate in the American Public Works Association – Silicon Valley Chapter Public Works Internship Program (“Program”).

2. Placement and Selection

a. The Student Internship/Mentoring Committee (“Committee”) will provide information materials describing the scope of the Program to the qualifying colleges and universities to present the Program to eligible students.

b. Students who apply may state a preference for a particular type of public works employer. Students will be advised that they should expect to be compensated at a rate equivalent to \$[INSERT RATE] per hour.

c. The Committee will review all applications and determine based on its developed criteria the applicants to be interviewed. This process is necessarily objective and subjective and the process for selecting interview applicants will not be shared. However, employers will be solicited for feedback as to the qualities of Interns most desirable for each employment opportunity.

d. The Committee will establish an independent Interview Sub-Committee and determine the general selection criteria. The Sub-Committee is made up of APWA and employer representatives. Employers have the option to participate on the Sub-Committee and in the selection process. Members of the Interview Sub-Committee and the Selection Committee must be independent of any conflict or personal connection to interviewing interns that could jeopardize the impartial nature of the process.

e. A “meet and greet” coordination meeting will be held before “interview day” including the employers, and the Committee to discuss the process and determine interest to participate in the interview process.

f. Interviews will be conducted in one day by the Interview Sub-Committee.

g. Members of the Committee will make the final determination regarding the individuals who are selected to participate in the Program based on the application review, the interview recommendations from the Interview Subcommittee, and consideration of the preferences and comments of the participating employers.

h. With concurrence from the employer, the Committee shall assign Interns to a participating employer. The Interns shall become an employee to the participating employer.

- i. Selected Interns shall have one week after notification to return the letter of acceptance.
- j. After selections are made and placements accepted, Interns shall participate in a minimum of two (2) general membership luncheon meetings during the Program.
- k. An employer will have two weeks after the student intern begins to notify the APWA-SVC Internship Coordinator if the placement is to be terminated due to a significant concern by the employer. If the concern cannot be resolved, the student will be removed and other candidates who participated in the process will be identified for placement.

3. Employer Roles & Responsibilities

a. *Participating Employers* – Public Works Departments, Civil Engineering Firms, Policy/Government Agencies and related entities (collectively “Public Works Employer”)

b. *Definition of Participation* – A Public Works Employer who signs a Public Works Internship Program Agreement accepting a summer Intern for placement in its Public Works Employment location. Each participating employer will have the option to identify qualifying/disqualifying criteria and/or identify a preferred student from among the students who successfully participated in the interview process. Every effort will be made to accommodate the requests and comments of a participating employer.

c. *Compensation* – Each participating employer is requested to compensate Interns at a rate equivalent to \$[INSERT RATE] per hour. Each participating employer will be responsible for complying with all applicable federal, state and local wage and hour laws. APWA-SVC will fund up to \$[1,000] towards each intern's labor costs for up to [eight (8)] participating employers in the Program. No additional compensation will be provided by APWA-SVC.

d. *Training* – Interns are expected to participate in the same manner as any new employee in any training program which is conducted by the participating employer. In addition, participating employers are encouraged to ask its public works employees to devote appropriate attention to provide supplemental support to the Interns; it is anticipated that this process will be informal. Success of the Program will depend, in large part, on the extent to which the Intern is completely immersed in the Public Works Employment location, that is, his/her work involvement and participation in activities of the participating employers are expected to be identical to that of any summer trainee or other new employee.

e. *Monitoring* – Where possible, each Intern will be assigned an APWA member who is NOT an employee of the Public Works Employer where the Intern is placed. This member will be asked to follow the Intern's progress and to check in with the Intern during the Internship.

f. *APWA Indemnification* – Participating Employers agree to hold APWA-SVC harmless for Interns' actions while employed by the Employer.

g. *Post-Internship Employment Opportunities* – Whether the participating employer makes an offer of employment after the Program or if the Intern accepts is a decision for the participating employer and Intern. There are no expectations for either party.

h. *Exit Interviews* – Each Intern shall receive an exit interview with the individual selected by his/her employer. The employer's designee shall convey to the Intern as highly a detailed evaluation as possible.

i. *Feedback* – The Committee will provide feedback to employers and Interns throughout the Program.

j. *EEOC Compliance* – This Program is an equal opportunity program, available to all eligible students without regard to race, ethnicity, gender, sexual orientation, national origin or any protected classification under either local, state or federal law. All students who meet the basic eligibility criteria will be encouraged to apply.

[Employer] hereby agrees to the foregoing and to participate in the American Public Works Association – Silicon Valley Chapter Public Works Internship Program by hiring an Intern for Summer 2017.

By: _____

Date: _____

By: _____
APWA Silicon Valley Chapter Representative

Date: _____