



Village of Ossining

16 Croton Avenue
Ossining, NY 10562

Tel. (914) 941-3554
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www.villageofossining.org

VILLAGE OF OSSINING INTERNSHIP POLICY

PURPOSE: The Village of Ossining Board of Trustees wants to promulgate a policy whereby members of the Board of Trustees can utilize the services of an Intern (paid or unpaid) to assist the Trustees and/or Mayor ("Member") with targeted assignments. This policy will set out the selection process, requirements for the Village, Member and the Intern; identify what work may be performed by the Intern and the responsibility for the Intern's work product. It is expected that selected Intern will work with the Member and gain a greater understanding regarding governmental operations in the Village.

KEY POINTS: 1) The Intern Program will be open to students in both high school and college (community college and/or a four year degree program). Interns who are under 18 years of age may be limited in the number of hours that can be worked and when the work may be performed pursuant to both federal and New York State statutes and regulations.

2) The internships may be paid or unpaid. The level of compensation for the paid intern will be decided in consultation involving the Member, prospective intern, Director of Personnel and the Finance Department, however, no paid intern shall receive more than \$1,000.

3) The unpaid Student/Intern must earn academic and/or service credit for participation as determined by the Student/Intern's school. It is understood that each school may have particular policies for awarding academic and/or service credit for internship programs. Compliance with the school's requirements is mandatory.

4) Only those students who receive academic and/or service credit for their participation or whose participation is part of the required coursework may be considered for unpaid Intern positions.

5) The Student/Intern's school must provide to the Member written confirmation that the unpaid Student/Intern will receive academic and/or service credit for participation or, alternatively, that participation in the Intern program is a requirement for the student to earn academic and/or service credit. The Member shall provide a copy of the written confirmation to the Village's Director of Personnel.

6) Members who want to have an Intern (paid or unpaid) shall advise the Village's Director of Personnel of their interest in having an Intern for an agreed upon period of time.

7) Members will be responsible for contacting area schools and/or colleges to obtain the school's requirements for providing academic and/or service credit for participation in the Internship Program. That information will be provided by the Member to the Director of Personnel.

8) Prospective Interns will communicate their interest to the Village's Director of Personnel who will forward the letters of interest and/or other documentation to the Member requesting an Intern.



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- 9) The Member will decide if the prospective Intern is appropriate for the Member's needs.
- 10) Once an Intern has been selected the Member will communicate the selection to the Director of Personnel who will contact the prospective Intern and arrange to have necessary paperwork completed.
- 11) The Member will be responsible for providing assignments to the Intern with the following restrictions: a) the Intern will not be provided with or copied on any privileged or confidential communication. It will be the Member's responsibility, in consultation with the Corporation Counsel, to review all communications forwarded to the Intern to insure that no privileged and/or confidential communications are provided; b) while the Intern may attend public meetings of the Board of Trustees or other Village boards, commissions and councils, the Intern may not attend Executive Sessions or Advice of Counsel; c) the Intern will not perform any function which otherwise would be performed by a paid Village employee; d) the Intern will provide copies of any work product to the Member and to the Director of Personnel; and e) the assigned responsibilities must be related to the school's requirement for the unpaid Intern to obtain academic and/or service credit.
- 12) Some examples of the work that may be assigned to the Intern include: a) reading/tracking and responding to non-privileged correspondence; b) translate publications into English/Spanish; c) research on public policy issues; d) attend events and provide a synopsis to the Member; and d) work with the Member on Village related topics.
- 13) The Member will be responsible for completing any paperwork required by the unpaid Intern's school to confirm that the Intern completed the work assignments so that academic and/or service credit can be obtained. A copy of the paperwork will be provided by the Member to the Director of Personnel.
- 14) A Member may have more than one Intern at any time provided that each intern complies with the above-referenced requirements.

December 19, 2018