



PERSONNEL POLICY

SUBJECT: INTERNSHIP PROGRAM

DATE: _____, 2024

Number: 316-16

I. Statement of the Policy

The Fulton County Internship Program ("FCIP") supports internships with the County that provide growth and learning opportunities for eligible high school students and full-time college and university students (undergraduate and graduate students).

FCIP internships are educational opportunities for student interns and may be paid or unpaid. Departments are encouraged to develop internships in conjunction with accredited educational institutions that are academically oriented for the benefit of the student interns. Student interns are encouraged to apply for County internships, which provide them with experience that furthers and enhances their education and training. The County's internships assist student interns in achieving their educational goals by giving them the opportunity to augment their classroom instruction with exposure to a real-world setting. To the extent feasible, and in coordination with the student interns' schools, academic credit may be offered to student interns in connection with their FCIP internships.

A FCIP internship should correspond as closely as possible to the student intern's academic calendar and should be for the appropriate amount of time necessary to provide the student intern with beneficial learning.

Each FCIP internship should be carefully crafted, developed, and monitored to ensure that a student intern's work does not result in the displacement of County employees, impair existing contracts for service, or fill a vacant position. Student interns are not, and cannot be used as, a supplemental workforce. Student interns are not included in or part of the County's career service system.

All student interns will be required to attend internship onboard training prior to starting a FCIP internship.

These policies do not create a contract of employment. Employment for non-classified employees remains "at will".

II. Applicability

The qualifications for participation in a FCIP internship will be determined by the applicable Department. An applicant, however, must be at least sixteen (16) years old and currently actively enrolled as a junior or senior in high school or as a full-time student at an accredited college or university to be eligible for participation in the FCIP.

III. Establishment and Implementation of Procedure

The County Manager, in consultation with the Chief Human Resources Officer and the County Attorney, is authorized to establish and modify, as needed, a procedure for implementing this policy.