



County of Nevada
Department of Human Resources
Eric Rood Administrative Center
950 Maidu Avenue
Nevada City, CA 95959
Ph: 530-265-7010 Fx: 530-265-9841
www.mynevadacounty.com/hr

NEVADA COUNTY BOARD OF SUPERVISORS

Board Agenda Memo

MEETING DATE: April 13, 2021

TO: Board of Supervisors

FROM: Steve Rose, Director of Human Resources

SUBJECT: Resolution authorizing Educational Internship Program which provides up to a maximum \$599 stipend per student per calendar year

RECOMMENDATION: Approve the attached resolution.

FUNDING: Funding is included in departmental budgets.

BACKGROUND: The Human Resources Department has partnered with all Nevada County School Districts and with the Placer/El Dorado County School District (Tahoe-Truckee Unified School District) to create an educational internship program for students. In addition, we have reached out to California colleges to ensure college students have the opportunity to hear about, and participate in, the Nevada County educational internship program.

- The educational internship program would begin in June 2021.
- The internship assignments may vary in length. Two standard assignment lengths are six weeks and fifteen weeks.
 - The six-week internship would be offered during summer months.
 - The fifteen-week internship would be offered during a school's semester term.
- The standard six-week internship requires 15-20 hours per week of the student's time. The standard fifteen-week assignment requires 5-8 hours per week.
- The standard six-week or fifteen-week assignment would offer a \$599 stipend.

- In order to enhance student success, some internship assignments may vary from the standard six-week or fifteen-week duration. For example:
 - A two-semester internship may be developed and offered if the subject matter and learning component require two semesters.
 - If a County department offered a two-semester internship of fifteen weeks in one semester and fifteen weeks in the next semester, and the student devoted 3-5 hours per week in the internship, then the department may pay the student \$298 per semester.
 - Internship opportunities may vary from the standard six-week or fifteen-week duration and stipend amounts will vary accordingly.

The educational internship program differs from unpaid internships in that the students receive a modest stipend, and they receive school credit for their internship hours. Like our unpaid internship opportunities, students leave the internship with these take-aways:

- Appreciation for local government as an employer as well as a resource to the community
- A chance to have tried out careers, to learn if they like working in a particular field
- Development of new skills, especially the all-important professional social skills required in any work setting
- Formation of professional relationships
- Resume-enhancing experience

The educational internship program strengthens our partnership with our local (and state-wide) educational community and is a win-win for both parties.

We appreciate your consideration of this item.

Item Initiated and Approved By: Steve Rose, Director of Human Resources