Central Water District
2019 Spring-Summer
Internship Program
The Central Water District is a water district located in the hills of Aptos and serves 819 customers with drinking water. It is a Special District which means it is governed by a publicly elected Board of Directors and meets all State of California regulatory requirements.

The District is seeking interns who are studying the subject of water, from providing drinking water from various sources to methods of treating drinking water to managing infrastructure. Interns will be assigned work that will teach them about the duties of a water distribution operator working in the field. Interns will also be provided the opportunity to learn first hand about the work involved with maintaining and replacing infrastructure such as a water main line.

The following information will be helpful in deciding to apply for an internship with the Central Water District.

If you should have any questions about the program please feel free to contact the District Manager, Ralph Bracamonte at 831-688-2767 or by email at

admin@centrawaterdistrict.us.com
EFFECT OF INTERN POLICY

The provisions of the Central Water District Internship Program confer no new privilege, right of appeal, right of position, transfer, demotion, promotion, recall, reinstatement nor any other employment right or benefit for any individual. This program does not constitute an express or implied contract.

WHY PROVIDE INTERNSHIPS

Internships allow students the opportunity to apply their knowledge and skills in a professional setting while still in school or providing necessary job training. Internships provide carefully planned and monitored work experience with the goal being to gain additional knowledge from on the job exposure. It can also be part of an educational program in which students can earn academic credits from the college.

BENEFITS TO AGENCY

- Students can provide new ideas and viewpoints
- Strengthens our communities
- Students can energize a workplace with their enthusiasm and desire to learn
- The Agency has an opportunity to share its passion and have an effect on the next generation of employees

BENEFIT TO STUDENTS

- Career related experience
- Gains practical knowledge
- Opportunity to explore career avenues
- Valuable work experience for their resumes, Letters of Recommendation from Agency
- Potential to earn academic credit
A. STUDENT INTERN REQUIREMENTS for ENROLLMENT

1. Review Enrollment Criteria. To qualify as a student intern, students must meet one of the three following enrollment criteria:

   a. The student is currently enrolled as a full-time student as defined by the school, organization, or institution.
      i. The student must provide proof of enrollment upon hire.
      ii. Proof of continued enrollment must be provided each quarter or semester during the regular school year.

   b. The student has been accepted into an educational institution which meets the above requirement, when between institutions (e.g., from high school to college); or

   c. The student is not currently enrolled but is qualified to work during the summer break. The student must provide proof of continued future enrollment (e.g. full-time enrollment in the fall will qualify).

   d. The Student has completed a water related program with in the last 24 months.

2. Fill out Internship Application and Acknowledgment Form This document will assist in identifying appropriate work for interns within the agency when positions are available.

B. COMPENSATION

Student intern compensation is determined by their academic program which will fall within one of the four following established pay ranges:

<table>
<thead>
<tr>
<th>Intern Classification</th>
<th>Pay Range</th>
<th>Academic Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intern 1</td>
<td>15</td>
<td>High School Student/ or Water Program</td>
</tr>
<tr>
<td>Intern 2</td>
<td>15-20</td>
<td>Undergraduate</td>
</tr>
<tr>
<td>Intern 3</td>
<td>20-30</td>
<td>Graduate</td>
</tr>
<tr>
<td>Intern 4</td>
<td>30-45</td>
<td>Post-Graduate/Fellowship</td>
</tr>
</tbody>
</table>
Generally, student interns begin at Step 1 of their pay range. Above step one pay rates may be offered in certain circumstances based upon the intern’s program of study, previous experience, class standing, or competing offer(s).

Student interns are hourly employees under the Fair Labor Standards Act (FLSA) regardless of their classification and are, therefore, overtime eligible. Student interns are ineligible for benefits.

Central Water District extends workers compensation coverage to interns; further information can be obtained from Human Resources Department. Interns have the same legal rights in regards to protection against discrimination and harassment. However, interns do not have the same rights as Central Water District employees in the realms of unemployment compensation or termination procedures.

C. INTERN POSITION MONITORING

The agency must regularly review the duties performed by interns to ensure that they are engaged in meeting their learning objectives. It is recommended that the student intern provide a presentation at the end of the internship or at appropriate intervals to demonstrate how the learning objectives were met.

D. TERMINATION

Student interns are at will employees and the employment relationship may be terminated by either party at any time without cause or prior notice. Upon termination of the internship, the agency is encouraged to work with the student intern to determine whether the objectives of the agency’s internship program are being met. To facilitate that determination, a sample exit interview form for student interns follows in the Reference Documents section below.
FREQUENTLY ASKED QUESTIONS

Intern FAQ:

- Why should I look at an internship?
  Internships allow students the opportunity to apply their knowledge and skills in a Professional setting while still in school or are in or just finished a water related educational program. Students will gain valuable work experience and the opportunity to explore career avenues.

- How do I earn academic credit for my internship?
  Academic credit varies by college. Please contact your academic advisor at school for information on earning academic credit.

- Is my internship paid?
  Yes, this is a paid internship program.

- What happens at the end of my internship?
  You will receive a letter of recommendation from your internship supervisor. You will also have an opportunity to evaluate the department’s internship program.

- Will I be considered for employment?
  The Supervisor will direct you to job opportunities that may be available. There is no guarantee of employment after completion of this program.
Internship Application and Acknowledgment Form

Student Name ____________________________ Student Email __________________________
Home Phone _____________________________ Major/ Certification ____________________
Why are you interested in an internship? ____________________________________________
Are you currently a student? _______ Educational school? ____________________________

1. Please list your educational background.

2. Besides, the above, did you take any training or any additional courses? If yes, please mention.

3. Do you have any specific skills and know-how which would be useful to consider your application?

4. Have you previously participated/volunteered/interned? If yes, please describe the activity and your role therein.
Acknowledgment of Responsibilities

- I acknowledge and understand my responsibilities as a student participating in the Internship program as outlined in Central Water District Internship Program.
- I understand that it is my responsibility to meet the requirements as established by the Department Internship coordinator or Supervisor.
- I understand that upon completion of my experience, I will complete a Post Internship Evaluation form and return it promptly to the District office.
- I will adhere to all program regulations and requirements as an Intern working for Central Water District.
- I will report to work on time and, in the event of illness or emergency, will notify my intern site supervisor(s) promptly.
- If, for any reason during this assignment, I am removed from my position, I will not apply for unemployment benefits. I understand that this program is an academic internship program, and not an employment program.
- My signature below indicates my understanding of and adherence to the above requirements.
- The interns once hired will need to complete the term for which the placement has been agreed upon. Once decided, no change will be generally allowed, but exceptions will be allowed in case the intern and mentor feel the need for a change in assignment.
- Central Water District will provide a letter of recommendation to the intern on completion of the term and based on the report from the supervisor.
- The intern will follow Central Water District rules and conform to the values and work ethics of the organization.
- The intern will need to have their own medical and other insurance. Central Water District does not provide health and or other benefits for this Intern program.

In consideration for being allowed to participate in the internship program, I do hereby release and discharge Central Water District and all employees of Central Water District from any and all liabilities, causes of action, costs, charges, claims, expenses, and demands, as well as from damages incurred by me as a result of my participation in the Internship Program.

By signing below, I hereby expressly assume any and all risks which may be incumbent with my internship. Additionally, I hereby expressly agree forever to refrain from suit against Central Water District for any personal injury or property damage incurred because of my participation in the Internship Program. I have read, understood, and agreed to the terms herein.

_____________________________ _______________________
Student Signature      Date
March 2019

Intern
1234 Main Street
Santa Cruz, CA

Dear Intern:

Welcome to the Central Water District team. The purpose of this letter is to confirm your appointment to the position of Student Intern I, in the Water operations of the Central Water District. The effective date of your hire is 2019.

This position reports to Ralph Bracamonte, District Manager. Your primary work location will be at the Central Water District offices located at 400 Cox Road, Aptos California.

This position’s standard workweek is 15 hours and normal work hours are 8:00 am to 5:00 pm, Monday through Friday. You may discuss your specific schedule with your supervisor.

In this position you will learn the distribution operator daily routine. Specific job duties will be discussed with you upon commencement of your employment.

You will be compensated at $20.00 per hour. You will be paid on a biweekly basis in the payroll system. This position is an hourly position governed by the overtime provisions of the federal Fair Labor Standards Act and/or the California State Minimum Wage Act and is eligible for overtime pay. However, you must receive prior approval from your supervisor before working any necessary overtime hours to meet your position responsibilities.

You are required to comply with federal government work authorization requirements. Within the first three days of employment you must present document(s) that identify both your identity and ability to work in the United States. On your first day of work, you will meet with a human resources/payroll staff person who will provide more information.
You are scheduled to attend a New Employee Orientation at 8:30 on XXX at 400 Cox Road, Aptos California. Your supervisor will arrange additional training for you including reviewing and signing an Employee Handbook Policy and Procedure Manual acknowledgement form.

Student internships are programs that provide students with exposure to workplace activities which are related to the intern’s field of study. As a student intern, you are an at-will temporary employee and serve at the pleasure of the hiring authority; either you or the Agency may terminate your employment at any time with or without cause or prior notice.

The following items are important for you to know:

- You are ineligible for Central Water District benefits.
- You may be separated from employment prior to the completion of the assignment without cause or prior notice.
- You do not attain any rights toward career service or regular employment.
- You are not represented by a labor union.
- To be eligible for hire into a career service position you must first compete in a formal selection process.

To qualify as a Student Intern, the following criteria must be met:

- You must be enrolled as a full-time student in a school, water program, organization or institution.
- You must provide proof of full-time enrollment upon hire and throughout employment on a recurring schedule for the regular school year (e.g. quarterly or on a semester basis) in advance of the commencement of the next period of enrollment.
- You must provide proof of continued full-time enrollment to qualify for work during summer break (e.g. proof of enrollment in the fall term will qualify).

Please understand that the provisions of this letter do not constitute an expressed or implied contract but rather a statement of a number of matters important to you. If you have any questions about your position or any information in this letter, please contact Christine Burnett, Office Administrator, at 831-688-2767.

Congratulations on your appointment, and again, welcome to Central Water District.

Sincerely,

Ralph Bracamonte
Post Internship Survey

We hope you enjoyed your learning experience with Central Water District. So that we may learn from your experiences with us, we would appreciate your completing this exit survey. Survey responses provide valuable information the county can use for improving the learning experience of student interns.

Name: ______________________________  Supervisor/Mentor: ______________________________
Department/Division: ________________  Employee Id: ____________________________
Area of Study/Major: ________________  Dates of Internship: ____________________________

School Level (circle one): High School, Undergraduate, Graduate, Post-graduate/Fellowship

1. How has participation in this experience benefited you?

2. Is this experience contributing to your understanding of your career path? How?

3. In general, what are your observations about this experience?

4. Any problems of which we need to be aware?

5. How could this experience be improved?

6. Following the internship were you offered continued employment? ___yes ___no
   If yes, did you accept? _____ yes _____no

7. How did you find your internship?
   _____Faculty  _____Career Services  _____Self-initiated contact
   _____Friend/Relative  _____Interned with current employer  _____Other

8. Would you recommend this internship to another student? (Why or why not?)
## Internship Experience

### Reasons for Internship

<table>
<thead>
<tr>
<th>Reason</th>
<th>Yes</th>
<th>Somewhat</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Desire to work in the public/government sector in the future</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Central Water District reputation as a good learning environment for interns</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>School credit or meeting an educational requirement from your internship</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

### Internship Description

Please describe your internship experience at Central Water District including projects on which you participated and a description of typical daily activities performed.

### Feedback on Internship

<table>
<thead>
<tr>
<th>Feedback</th>
<th>Strongly agree</th>
<th>Agree</th>
<th>Disagree</th>
<th>Strongly disagree</th>
</tr>
</thead>
<tbody>
<tr>
<td>I was able to develop skills related to my area of educational study</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>I understood the learning objectives of my internship</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>I received feedback on progress toward meeting my learning objectives</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

### Feedback on Supervisor

<table>
<thead>
<tr>
<th>Feedback</th>
<th>Strongly agree</th>
<th>Agree</th>
<th>Disagree</th>
<th>Strongly disagree</th>
</tr>
</thead>
<tbody>
<tr>
<td>My supervisor/mentor was accessible and approachable</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>
My supervisor/mentor exhibited genuine interest in my development

My supervisor/mentor provided learning opportunities

Thank you for completing the survey. Your responses are valued and appreciated.

Please return your survey to the District Manager or Office Administrator of the Central Water District. The survey can also be mailed to Central Water District, P.O. Box 1869, Aptos, CA 95001-1869

Intern Signature ________________________________ Date _________