

STUDENT INTERN EMPLOYMENT REQUISITION FORM

Requesting Department _____ Date of Request _____

Supervisor _____ # Students Requested _____

Start Date _____ End Date _____ Hours Per Week _____

Est. Total Cost _____ Budgeted? Yes No If more than \$10,000, Board approval obtained on _____

Hiring method: District payroll, account no. _____

Personal service contract

1. Describe work to be performed (attach additional pages if necessary). _____

2. Describe how this work assignment differs from tasks, responsibilities, projects routinely performed by regular District employees: _____

3. List training/experience opportunities which this assignment provides to the student/intern:

4. List academic major(s) most closely related to acceptable performance of the task or project:

5. List any other requirements: _____

Approved:

Department Head

Date

Assistant General Manager - Administration

Date

Human Resources and Risk Manager

Date

EXHIBIT B

STUDENT/INTERN SALARY STEP DEFINITIONS
(Refer to current Salary Schedule for dollar amounts)

- Step 1 Student has completed 60 or less semester units (equivalent of two years of college)
- Step 2 Student has completed more than 60 semester units but has not graduated
- Step 3 Student has earned bachelor's degree
- Step 4 Student has bachelor's degree plus six months or more experience (full time equivalent) as a District intern
- Step 5 Student has earned graduate degree in an academic field directly related to District assignment

REQUEST TO EXTEND ENDING DATE OF AN INTERN ASSIGNMENT

Requesting Department _____ Date of Request _____

Name of Intern _____ Name of Supervisor _____

Original Assignment Began _____ Original Ending Date Was _____

Request End Date Extended To _____

Reason for Extension:

NOTE: Board approval must be obtained for any extensions where the total assignment cost exceeds \$10,000.00.

Approved:

Department Head Date

Human Resources and Risk Manager Date

General Manager or Designee Date