



DC HEALTH

District of Columbia Department of Health Appointment and Management of Student Interns		PROCEDURE 500.100 Implementing Office: Office of the Director/Office of Human Resources Training Required: No Originally Issued: May 11, 2015 Revised/Reviewed by: JUN 19 2018
Approved by:  LaQuandra S. Nesbitt MD,MPH; Agency Director	Review by Legal Counsel:  Phillip Husband, Esq.; General Counsel	Effective Date: JUN 19 2018 Valid Through Date: JUN 19 2021

I. Authority	Reorganization Plan No. 4 of 1996, Mayor's Order 1997-42. This SOP shall supersede and replace an earlier issuance: SOP 500.100 General Procedures for Appointing Student Interns and Student Volunteers.
II. Reason for the Policy	Internships and volunteer opportunities are an important component of developing the public health workforce. The Department has the ability to offer quality real-world experience to students beginning their careers in a health profession. This document defines the eligibility criteria for internship opportunities with the Department and the process by which such opportunities are posted, filled, and managed.
III. Applicability	This SOP shall apply to all DC Health employees, contract employees, interns, volunteers, and summer youth employees (referred to collectively herein as "employees" or "DC Health employees.")
IV. Policy Statement	The Department of Health Office of Human Resources (DC Health HR) is the office tasked with the management of all internship and volunteer opportunities. All programs shall utilize the process described herein to recruit interns. The DC Health Human Resources Officer (HRO) shall appoint an employee within DC Health HR to be the Student Internship Program Coordinator (SIPC). The HRO may rescind this appointment at his/her discretion and make a new appointment.

	<p>The SIPC shall be the listed point of contact for all inquiries regarding internships. The SIPC is responsible for creating and maintaining a DC Health personnel file for every student intern.</p> <p>Every Senior Deputy Director (SDD) shall appoint, at a minimum, two liaisons (one primary and one alternate) who shall be responsible for coordinating with the SIPC on all matters related to internships. The SDD may appoint additional liaisons if he/she determines that the volume of internships require additional staff support.</p> <p>To solicit applicants for an internship, an administration liaison is required to submit an internship description (ID) to the SIPC. The SIPC will provide guidance on the requirements for the ID.</p> <p>In addition to applying for a specific internship, a student may electronically submit a general application for future consideration. In such cases, these applications will be considered when subsequent internship opportunities are posted. An application posted for future consideration will remain visible to program managers for one calendar year from the date it was submitted.</p> <p>The eligibility criteria for the College Student Internship Program (CSIP) are as follows:</p> <ul style="list-style-type: none">• Undergraduate Students must:<ul style="list-style-type: none">○ Be enrolled at least one semester or quarter prior to the submission of the application;○ Be currently enrolled and in good standing at an accredited college, university, trade/vocational school, or business school that offers a degree, diploma, or certificate at the time your application is submitted;○ Maintain a "C" average or above under the system of grading used by the institution; official school documentation is requested.• College Seniors must:<ul style="list-style-type: none">○ Be enrolled in a graduate program beginning in the fall;○ Provide proof of enrollment (letter of acceptance) if accepted into this program;
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	<ul style="list-style-type: none"> ○ Provide evidence each semester that he or she is currently enrolled in and attending a college, university, trade/vocational school, or business school. ● Graduate Students must: <ul style="list-style-type: none"> ○ Maintain a "B" average or above, or equivalent, under the system of grading used by the institution; ○ Provide evidence that he or she is currently enrolled in and attending a college, university, trade/vocational school, or business school; official school documentation is requested. <p>By April 1 of each calendar year, the Deputy Director of Operations (DDO) of each administration shall designate funding for all paid internships for the upcoming summer internship period. An administration may offer as many paid internships as it is willing to fund and support. The funding must be certified by the Agency Fiscal Officer (AFO). The grade and salary for a paid position in the CSIP is determined by the student's year in school:</p> <ul style="list-style-type: none"> ● Freshman or first year: Grade CS-399-3 ● Sophomore or second year: Grade CS-399-4 ● Junior or third year: Grade CS-399-5 ● Senior or fourth or fifth year: Grade CS-399-6 ● Bachelor's Degree obtained: Grade CS-399-7 <p>A student intern may work up to 20 hours per pay period during the Fall and Spring semesters. A student intern may work 80 hours per pay period during summer session. If a paid intern is working additional hours, the DDO of the administration shall identify funds to cover the additional hours.</p> <p>An intern may work for course credit only if there is a pre-existing Memorandum of Agreement (MOA) between DC Health and the intern's educational institution. An intern in a paid position may not also claim course credit.</p> <p>DC Health Program Managers may coordinate with DC Health HR and the Office of the General Counsel to develop an MOA with an accredited educational institution to permit course credit.</p> <p>The District of Columbia Government is an Equal Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex, age,</p>
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	<p>marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap, or political affiliation.</p> <p>Any DC Health employee not in compliance with any aspect of this SOP may be subject to commensurate disciplinary action.</p>
<p>IV. Definitions & Acronyms</p>	<p>AFO- Agency Fiscal Officer</p> <p>ASM- Administrative Services Officer</p> <p>CSIP- College Student Internship Program</p> <p>DC Health HR- Department of Health Office of Human Resources</p> <p>HRO- Human Resources Officer</p> <p>ID- Internship description</p> <p>Liaison- An individual designated by the Senior Deputy Director of an administration to provide internal guidance, and coordinate with DC Health HR, on all matters related to recruiting student interns.</p> <p>MOA- Memorandum of Agreement</p> <p>OGC- DC Health Office of the General Counsel</p> <p>SDD- Senior Deputy Director</p> <p>SIPC- Student Internship Program Coordinator</p> <p>Student- An individual officially enrolled and in good standing at an accredited college, university, trade/vocational school, or business school that offers a degree, diploma, or certificate at the time application is submitted.</p>
<p>VI. Procedures</p>	<p>Procedure A: Publishing an Internship Opportunity</p> <ol style="list-style-type: none"> 1. A program manager seeking to recruit an intern shall draft an ID.

	<ol style="list-style-type: none">2. The program manager shall designate the position as paid or unpaid.3. The program manager shall forward to one of the administration's liaisons.4. The liaison shall ensure the ID is structured correctly for acceptance by DC Health HR.5. The liaison shall forward the ID to the SIPC.6. The SIPC shall ensure the ID is complete.7. The SIPC shall post the internship opportunity in the electronic portal with a listed closing date. <p>Procedure B: Application for an Internship Opportunity</p> <ol style="list-style-type: none">1. The applicant selects an internship opportunity in the electronic portal.2. The applicant completes the application.3. The applicant may complete a general application for future consideration.4. If the applicant indicates the internship will be completed for course credit, he/she shall upload the required documentation. <p>Procedure C: Candidate Selection for an Internship Opportunity</p> <ol style="list-style-type: none">1. After the closing date, the SIPC shall enter the electronic portal and review all applications received for the posting, routing all applications to the hiring manager.2. The hiring manager shall review the applications submitted.3. The hiring manager may, at his/her discretion, review applications submitted for future consideration in the past year.
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	<p>4. The hiring manager shall issue an offer to the preferred candidate. If an MOA is in place with the student’s educational institution (see Procedure D), the hiring manager may offer course credit pursuant to the terms of the MOA.</p> <p>Procedure D: Developing an MOA for Course Credit</p> <ol style="list-style-type: none"> 1. A program manager may consult with the Training and Organizational Development Officer to develop a formal relationship with a specific educational institution. 2. The Training and Organizational Development Officer shall verify if an MOA is already in place between DC Health and the educational institution. 3. If an MOA is in place, the Training and Organizational Development Officer shall coordinate with the DC Health Office of the General Counsel (OGC) to verify that it applies to the internships being sought. 4. If a modification is needed to the MOA, or if a new agreement is required, the program manager shall draft the required language with guidance from the Training and Organizational Development Officer. 5. The SDD of the administration shall review the MOA, with the program manager making any requested revisions. 6. OGC will conduct a legal sufficiency review of the MOA. 7. The Director, or designee, will sign the MOA upon completion of any requested revisions.
<p>VII. Contacts</p>	<p>Human Resources Officer- (202) 442-9241</p>
<p>VIII. Related Documents, Forms and Tools</p>	<p>None</p>