

Administrative Order 2023-08

Adoption of City of Bozeman Intern Policy

Pursuant to my authority as City Manager, I hereby adopt the attached City of Bozeman Intern Policy, hereto attached as Attachment A.

Dated this 26th day of September, 2023.



Jeff Mihelich, City Manager

I. Purpose and Scope

The City of Bozeman (“City”) understands the value to the community and to the City in providing paid work experience, or internships, allowing opportunities for students to work closely with professionals to gain experience and enhance their academic studies. The purpose of this policy is to provide guidelines for requesting and hiring student interns. This policy applies to all City departments.

II. Policy

- a. A student intern is described by MCA 2-18-101 as a person who has been accepted into, or who is currently enrolled in, an accredited school, college, or university and may be hired by an agency in a student intern position without using a competitive selection process. Student interns are not eligible for earned leave benefits, holiday benefits, or group health insurance benefits. Student interns have the option to participate in the retirement program. Student interns are covered by the City’s workers’ compensation coverage.
- b. In accordance with state law, student interns may be discharged at any time with or without cause and are not eligible to achieve permanent employment status without a competitive selection process. Student interns are subject to all City policies and procedures in the same manner as short-term workers.
- c. The City offers paid internships only and the associated personnel and operational budget must be requested by the department as part of the annual staffing plan process. Student interns will be budgeted and hired at a rate to be determined by Human Resources at an FTE of 0.35. Internship durations will typically be for the summer break (12 weeks), one (1) semester (15 weeks), or two (2) semesters (36 weeks). Student interns may not exceed 728 working hours due to budget restrictions or 12 months in duration during their time with the City in accordance with state law.
- d. Student interns seeking academic credit for their internship must work the appropriate minimum hours per work week to qualify for credit through their accredited school, college, or university. As these hours vary, it will be up to the student and the supervisor to make sure the necessary hours are worked, and do not exceed 728 total hours. The student’s work hours should be scheduled during the department’s regular working hours. The Human Resources department and/or the designated supervisor will assist the student with any requirements necessary to gain academic credit for the internship. The City will not cover any cost associated with gaining academic credit for an internship.
- e. In order to be considered for a student intern position with the City, the student must be enrolled in an accredited school, college, or university seeking either an associates, undergraduate degree, or graduate degree. Applicants will be required to provide a copy of their current transcript along with their employment application. Any applicant that does not provide a transcript, or other proof of enrollment, will be automatically disqualified from the recruitment process. Exceptions to this may be considered when the City accepts an intern from an accredited school, college, or university through their work study, or other similar program.
- f. Students are not permitted to perform union work or to work remotely.

III. Procedure

Requests for a student intern must be submitted using the form attached in Appendix A for consideration during the annual staffing plan process.

At a minimum, all internship positions will require:

- A copy of the student's current transcript;
 - If external advertising is requested for recruiting for the student intern position, the position will be advertised with local colleges and universities for a minimum of five (5) business days.
- In accordance with the City's hiring practices, the City will conduct a background check on the candidate that is selected for the internship. If driving of a City vehicle is required, a Motor Vehicle Report will be included in the background check.
- Human Resources will notify the Information Technology department of the impending hire via the HR Updates spreadsheet, and IT will provide the person with the appropriate resources.
- The supervisor will notify Facilities of the impending hire, and Facilities will provide the person with the appropriate resources.
- Student interns will participate in onboarding conducted by the Human Resources Department.

IV. Responsibility for Review

The Human Resources Director, or designee, shall be responsible for reviewing this policy as needed, or at least every two (2) years.

City of Bozeman Intern Policy

Rev. 09/2023

Appendix A: Intern Request Form – Staffing Plan

Staffing Plan for FY _____ (3 year period)

Department: _____

Purpose: This document provides a presentation of and justification for requested student interns to the staffing plan for the department. By completing this document, you are verifying that the requested student intern(s) will not displace any other employees and will not perform union protected work.

Reason for Request:

Work to be Performed: _____

Work Scope: _____

Work Location/Space: _____

Learning Objectives: (*colleges and universities require 3 to 6 learning objectives for internships receiving academic credit.*)

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Department Mentor: _____

- Duration: School Year (end of August to early May)
 Fall Semester (end of August to beginning of December)
 Spring Semester (early January to early May)
 Summer (mid-May to mid-August)
 Other: _____

Student Intern Requests (additions or changes from the currently approved plan):
(List the number of student interns requested, FTE = .35, and year requested.)

FY _____

FY _____

FY _____