

CITY OF CHESAPEAKE, VIRGINIA

NUMBER: 2.58

ADMINISTRATIVE REGULATION

EFFECTIVE DATE: 11/29/18

SUBJECT: DEPARTMENT OF HUMAN RESOURCES - SUPPLEMENTAL STAFFING PROGRAMS

SUPERCEDES: N/A

I. PURPOSE

The purpose of this policy is to address supplemental staffing needs within departments.

II. ELIGIBILITY

This policy applies to the placement of supplemental staff in departments/agencies operating under the direction of the City Manager. Constitutional officers and appointed officials may elect to participate in the supplemental staffing programs outlined in this policy.

III. DEFINITIONS

City Internship Staffing Coordinator - A member of the Department of Human Resources who is tasked with overseeing the City's Internship Program.

City Temporary/Security Services Staffing Coordinator - A member of the Department of Human Resources who is tasked with overseeing the City's Temporary and Security Service Staffing Programs.

City Volunteer Staffing Coordinator - A member of the Department of Human Resources who is tasked with overseeing the City's Volunteer Program.

Intern – A student or veteran who works without pay in a specific occupation or trade in order to gain knowledge, skills and work experience.

Mark-up Rate – The percentage of mark-up the temporary service contract provider adds to the established hourly wage to arrive at the total bill rate for services provided.

Supplemental Staffing Programs – Supplemental staffing programs administered by the Department of Human Resources which are intended to augment the City's workforce when it is determined that additional staff is needed to accomplish the priorities of the requesting department. Such programs include Interns, Volunteers, and Temporary and Security Service Workers.

Temporary/Security Services Contract Provider – An agency selected through the procurement process to provide temporary/security services to requesting departments for a specified purpose and period of time.

Temporary/Security Services Worker – An employee of the temporary/security service contract provider assigned to a City department to perform work.

Volunteer - An individual who donates time in recognition of a community need.

IV. COLLEGE INTERNSHIP PROGRAM

A. Description

The Internship Program provides full-time/part-time matriculating college students the opportunity to train and acquire knowledge, skills, and abilities in a local government setting. The Program is intended to provide:

1. a work environment for interns to understand how the City of Chesapeake carries out its daily operations;
2. an understanding of the functions of a specific department;
3. an opportunity for the interns to apply concepts, theories, and techniques learned in the classroom to solve problems and propose new procedures and processes for implementation in his/her assigned department;
4. an opportunity for the interns to meet City employees and to understand the role of each within the organization;
5. an understanding of the public policy process, the services it provides, and the relationship of the local government with its citizens;
6. enhance the intern's employability by gaining on the job work experience; and
7. exposure to employment opportunities in a local government setting.

B. Provisions

1. Internships are unpaid.
2. The length of the internship may vary depending on the student's curriculum and must be approved by the requesting department head.
3. Unpaid college interns may work in excess of 25 hours per week.

C. Eligibility

1. **College Intern - There are three designated college internship levels: undergraduate (associate's and bachelor's degrees), graduate (master's degree), and post-graduate (doctoral degree).**
 - a. **Undergraduate Intern**
 - (i) **Must be enrolled at an accredited college or university;**
 - (ii) **Must carry at least a half-time course load as defined by the educational institution (may carry less than half-time course load immediately prior to graduating);**
 - (iii) **Must be in good academic standing as determined by the college or university; and**
 - (iv) **Must have a minimum cumulative 2.3 grade point average (GPA), as documented on the most recent grade report.**
 - b. **Graduate or Post-Graduate Level Intern**
 - (i) **Must be actively completing course work at the masters or PhD level; and**
 - (ii) **Must have a minimum 3.0 cumulative GPA, as documented on the most recent grade report.**

D. Responsibilities

1. **The City Internship Staffing Coordinator shall have responsibility for the following:**
 - a. **Marketing the Internship Program;**
 - b. **Assisting departments in the recruitment of interns;**
 - c. **Acting as a liaison between the referring institution/agency and the City; and**
 - d. **Ensuring that appropriate background checks are conducted on each student considered for placement.**
2. **The department/agency head or designee shall have responsibility for the following:**

- a. Securing the required approvals to obtain an intern;
 - b. Providing guidance and mentorship to the intern;
 - c. Working with the internship coordinator for the referring institution/agency to ensure the placement is a meaningful learning experience; and
 - d. Evaluating the placement using the City's Internship Program performance evaluation form and/or an evaluation form provided by the institution/agency's internship coordinator.
3. The internship coordinator for the referring institution/agency shall have responsibility for the following:
- a. Selecting, recommending and approving students for the City's Internship Program;
 - b. Coordinating with the City Internship Staffing Coordinator and/or the student's supervisor;
 - c. Ensuring the placement and job tasks assigned will meet the conditions and requirements to provide a meaningful, educational and valuable training experience for the student; and
 - d. Providing all associated paperwork to the student's supervisor in a timely manner.

V. TEMPORARY AND SECURITY SERVICES STAFFING

A. Description

Through a procurement process, the City of Chesapeake establishes contracts with vendors to provide temporary and security services workers for specific assignments.

B. Responsibilities

1. The City Temporary Services Staffing Coordinator shall be responsible for the following:
 - a. Serving as liaison between the contract providers and the requesting departments regarding matters not addressed in the contract provisions; and
 - b. Consulting with the Purchasing Office to determine the available options in the event that a temporary or security services request cannot be filled through a designated City contract provider.

2. The requesting department/agency head or designee shall be responsible for the following:
 - a. Notifying the contract provider if a placement is not performing satisfactorily; and
 - b. Notifying the contract provider of the City's intent to hire a temporary worker as a City employee.
3. The temporary/security service contract provider shall be responsible for the following:
 - a. Ensuring the suitability of any individual being considered for placement in the City organization by conducting the appropriate background checks as specified in the contract documents; and
 - b. The swift and appropriate resolution of placement issues reported by the City.

VI. VOLUNTEER PROGRAM

A. Description

The Volunteer Program identifies ways to use volunteer resources and match interested volunteers with available opportunities. It also provides centralized record-keeping so the City can recognize volunteer contributions.

B. Responsibilities

1. The City Volunteer Staffing Coordinator shall be responsible for the following:
 - a. Marketing the Volunteer Program;
 - b. Assisting departments in the recruitment of volunteers;
 - c. Assisting departments with quarterly recognition recommendations; and
 - d. Providing recognition of volunteers including coordination of the City's participation in National Volunteer Recognition Week.
2. The department/agency head or designee shall be responsible for the following:

- a. Appointing a departmental volunteer coordinator who will be the conduit between the City Volunteer Staffing Coordinator, and will be responsible for facilitating the program's operation within the department; and
 - b. Supporting the efforts of the Department of Human Resources in recognizing the contributions of all City volunteers during National Volunteer Recognition Week.
3. The departmental volunteer coordinator shall be responsible for the following:
- a. Working in concert with the department/agency head and department staff to identify areas where volunteers can contribute;
 - b. Working with the City Volunteer Staffing Coordinator to recruit volunteers to fill volunteer opportunities;
 - c. Actively pursuing recognition opportunities for department volunteers; and
 - d. Assisting the City Volunteer Staffing Coordinator with the planning and coordination of City-wide National Volunteer Recognition Week events.

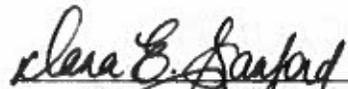
VII. OTHER PROGRAMS

The City of Chesapeake may partner with other organizations to participate in additional programs to include, but not be limited to, veteran internships. To the extent possible, those programs will be conducted in accordance with provisions of this policy.

VIII. RESPONSIBILITIES OF THE DIRECTOR OF HUMAN RESOURCES

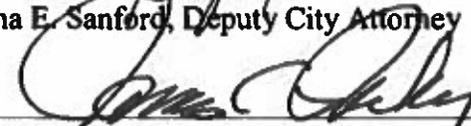
The Director of Human Resources or designee is responsible for establishing procedural steps for the administration of the City's supplemental staffing programs and for rendering official interpretations of this Policy.

APPROVED AS TO FORM AND CONTENT:



Dana E. Sanford, Deputy City Attorney

9.25.2018
Date



James E. Baker, City Manager

11/29/18
Date