

RESOLUTION No. 23-163

A RESOLUTION OF THE MAYOR AND THE CITY COUNCIL OF THE CITY OF DORAL, FLORIDA, APPROVING A REVISED POLICY FOR THE CITY'S EXECUTIVE INTERNSHIP PROGRAM ADOPTED PURSUANT TO RESOLUTION No. 14-197; REINSTATING AN UNPAID INTERNSHIP AND VOLUNTEER PROGRAM; PROVIDING FOR IMPLEMENTATION; AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the City Council for the City of Doral ("City") approved an Internship Program pursuant to Resolution No. 14-197; and

WHEREAS, thereafter, the City Council adopted Resolution No. 15-61, allocating equipment, supplies, and stipends to properly process interns; and

WHEREAS, there is a high demand from students and individuals to participate in the City by way of internships and volunteering opportunities who are seeking to be engaged with City government, develop their skills, gain experience, and help their community; and

WHEREAS, Staff has recommended approval of various policies that will govern the City's Executive Internship, Unpaid Internship, and Volunteer Programs, as more particularly set forth in the Memorandum from the Human Resources Department, which is attached hereto as Exhibit "A," and incorporated herein and made a part hereof by this reference.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND THE CITY COUNCIL OF THE CITY OF DORAL, FLORIDA, AS FOLLOWS:

Section 1. Recitals. The above recitals are confirmed, adopted, and incorporated herein and made a part hereof by this reference.

Section 2. Approval. The Policies and Procedures for the Executive Intern, Unpaid Intern and Volunteer Programs as provided in Exhibit “B”, Exhibit “C”, and Exhibit “D”, are hereby approved.

Section 3. Implementation. The City Manager and the City Attorney are hereby authorized to take such other action as is necessary to implement the provisions of this Resolution. The City Manager is further authorized to make any minor and non-substantive revisions to the aforementioned Policies and Procedures as may be necessary for the effective implementation of the Executive Intern, Unpaid Intern and Volunteer Programs.

Section 4. Effective Date. This Resolution shall become effective immediately upon its adoption.

The foregoing Resolution was offered by Councilmember Puig-Corve who moved its adoption. The motion was seconded by Councilmember Porras and upon being put to a vote, the vote was as follows:

Mayor Christi Fraga	Yes
Vice Mayor Rafael Pineyro	Yes
Councilwoman Digna Cabral	Yes
Councilwoman Maureen Porras	Yes
Councilman Oscar Puig-Corve	Yes

PASSED AND ADOPTED this 13 day of September, 2023.



CHRISTI FRAGA, MAYOR

ATTEST:



CONNIE DIAZ, MMC
CITY CLERK

APPROVED AS TO FORM AND LEGAL SUFFICIENCY
FOR THE USE AND RELIANCE OF THE CITY OF DORAL ONLY:



VALERIE VICENTE, ESQ. for
NABORS, GIBLIN & NICKERSON, P.A.
CITY ATTORNEY

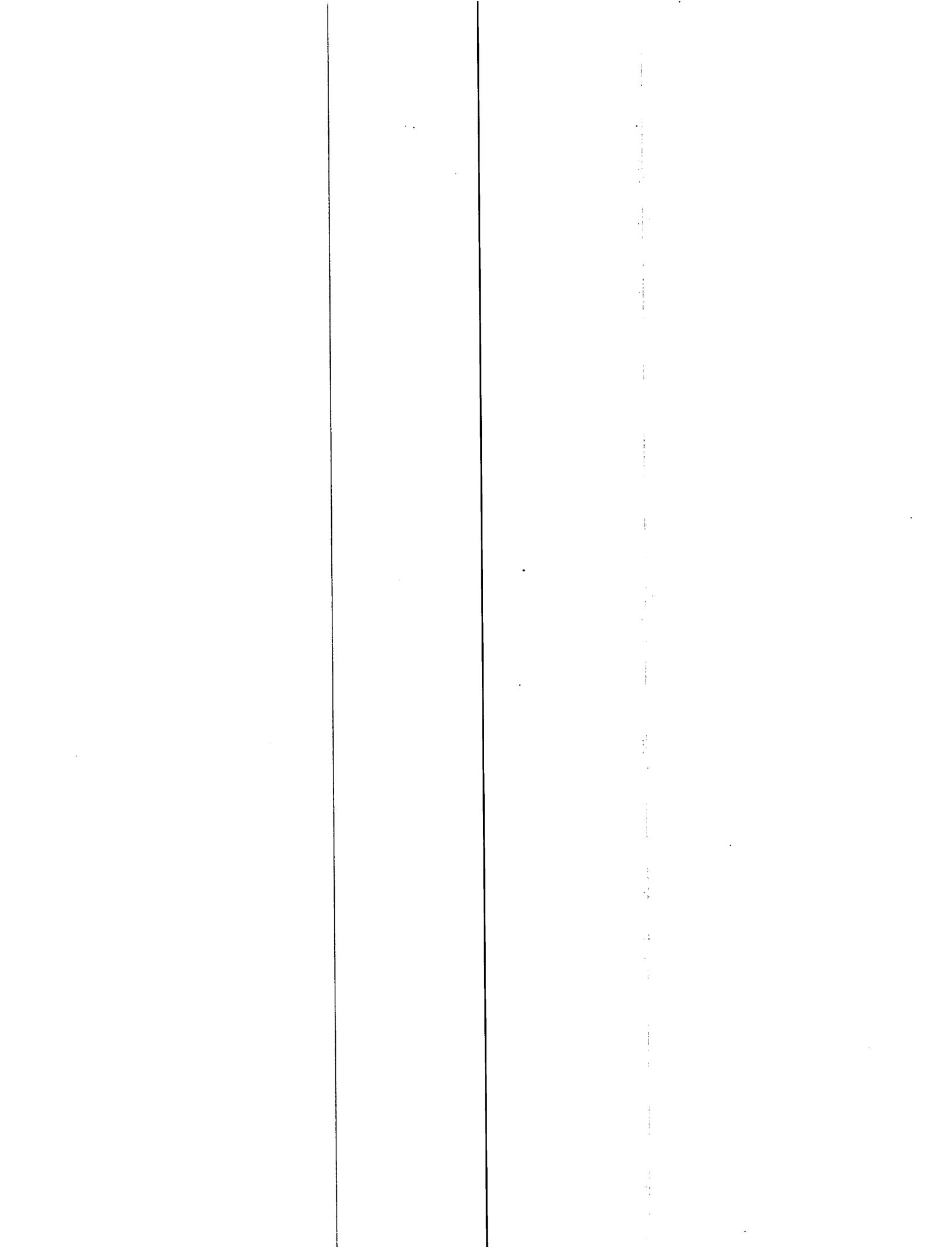


EXHIBIT “A”



Memorandum

Date: September 13, 2023

To: Honorable Mayor and Councilmembers

Via: Barbara Hernandez
City Manager

From: Maria T. Jose *Maria T. Jose*
Human Resources Director

Subject: **Revision of Executive Internship Program and Establishment of the Unpaid Intern and Volunteer Program**

Introduction

In accordance with the directives issued by the City Council, the City Manager's office has entrusted the Human Resources Department with the task of conducting a comprehensive review and revision of the existing Executive Internship Policy. This revision aims to realign the policy with the City Council's vision and, concurrently, establish a new Unpaid Internship & Volunteer Policy.

Background

Over the past several months, City Administration and the Human Resources Department have conducted an in-depth evaluation of the Executive Internship program. This assessment, coupled with consultations involving participating departments, elected officials, and program participants, has led to the recommendation for adjustments to the existing Executive Internship Program and the introduction of a new Unpaid Internship and Volunteer Program.

Through the attached policies, we seek to establish the foundation for our internship and volunteer programs while implementing streamlined management practices for interns and volunteers across the City. These policies have been carefully crafted to ensure uniform and effective supervision, uphold principles of fairness and professionalism, and promote the equitable utilization of City resources.

The primary objective of these programs is to increase community engagement and enhance the delivery of City services. Furthermore, these initiatives actively encourage community

involvement in local government and foster participation among individuals and groups within our community.

Benefits to Interns & Volunteers

Interns and Volunteers stand to gain several advantages, including:

- The opportunity to develop skills and gain experience,
- An increased understanding of City government and the opportunity to positively influence its effectiveness, and
- Personal satisfaction in helping the community.

Benefits to the City

The City stands to benefit by:

- Increasing individuals' understanding of and engagement in City government.
- Strengthening community bonds through collaborations and partnerships.
- Extending the City's capacity to deliver services effectively and efficiently while conserving valuable resources.

Eligibility and Limitations

Departments and Elected Officials are eligible to host Interns or Volunteers in accordance with the attached policies. This includes availability of funds, workspace, equipment, and an interns/volunteer ability to comply with the outlined procedures and guidelines of the respective program.

Each Elected Official's Office is eligible to engage an Executive Intern, Unpaid Intern or Volunteer. However, due to spatial limitations, each elected official office shall be limited to having a maximum of two (2) of the following positions assigned to their office at any given time (i.e., concurrently): Executive Interns, Unpaid Interns, or Volunteers. Additionally, each elected official office must coordinate the scheduling of the Executive/Unpaid Intern or Volunteer to ensure that no individual is scheduled when the assigned workstation is unavailable.

Fiscal Impact:

The Resolution has no fiscal impact of City revenues or expenditures in Fiscal Year 22-23. However, the proposed Fiscal Year 23-24 includes an increase of \$29,750.00 increasing the internship line item under account #001.2000.5500130 to \$50,000.00 per year.

Recommendation

The City Manager's Office respectfully requests that the Mayor and City Councilmembers authorize approval of the Resolution adopting the revised Executive Internship and the newly established Unpaid Internship and Volunteer Policy.

EXHIBIT “B”



City of Doral

Executive Internship Policy and Procedures

I. INTRODUCTION:

The City of Doral recognizes the value of hands-on experience that an internship program provides to students or recent graduates ready to breakout into their field of study. The City's goal is to provide a meaningful experience to enrich the student's growth.

II. SCOPE:

To establish a program for students or recent graduate interns. The City of Doral makes a commitment to train students or recent graduates in their area of interest to the extent possible, similarly; the intern commits to assist the City in projects, while gaining hands on experience and exposure to their field of study.

III. PURPOSE:

The purpose of this policy is to establish guidelines for the Executive Staff, Elected Officials, and Executive Interns on standard processes of engaging in an internship program.

IV. DEFINITIONS:

Executive Intern:

An Executive Intern is an individual who is currently a student or has graduated within the past year, actively pursuing supervised practical training in their area of study to acquire hands-on experience.

Executive Internship:

A paid program in which the student makes a commitment to the City of Doral to assist in projects and daily work activities in their occupational field. Likewise, the City of Doral commits to providing hands on practical training to the Executive Intern to gain experience which will prepare the Executive Intern for future, gainful employment.

Academic Institution:

A college, university, or technical education program at which the Intern is currently enrolled or has graduated from within the past year.

Executive Staff and or Elected Officials: A member of a department of authority or an Elected Official who will be responsible for the supervision and training of the intern.

Good Standing: Individuals who have not been terminated for cause, received a separation agreement, withdrew their application in lieu of disqualification, or resigned in lieu of termination, whether they are employees, volunteers, or applicants for employment.

V. ELIGIBILITY FOR REQUESTING EXECUTIVE INTERN:

- A. Departments and Elected Officials are eligible to host an Executive Intern dependent on the availability of funds, workspace and equipment, as well as the ability to adhere to the procedures and guidelines outlined in this policy.
- B. Each Elected Official's Office is eligible to engage an Executive Intern. However, due to spatial limitations, each elected official office shall be limited to having a maximum of two (2) of the following positions assigned to their office at any given time (i.e., concurrently): Executive Interns, Unpaid Interns, or Volunteers. Additionally, each elected official office must coordinate the scheduling of the Executive/Unpaid Intern or Volunteer to ensure that no individual is scheduled when the assigned workstation is unavailable.

VI. INTERN ELIGIBILITY:

- A. Executive Interns shall be at least eighteen (18) years of age.
- B. For a student to be eligible for a Executive Internship, he/she must provide proof of the following:
 - Current enrollment in an academic institution, such as course schedule.
 - Transcripts depicting a G.P.A. of 3.0 or higher.
 - Interns who are participating in this program for academic credits shall provide documentation confirming that they will receive academic credit for the internship. Alternatively, they may submit a letter of approval for the internship from the Dean, Professor, or Career Services.
- C. For a recent graduate to be eligible for a paid internship, he/she must provide completion of a degree within a year of internship commencement.
- D. Previous employees who have resigned in good standing from the City, as defined above, may be considered to participate in the City's Executive Internship program.

VII. PROCEDURE:

- A. Requesting Executive Intern
 - I. Elected Officials and Executive Staff requesting an Executive Intern shall complete a request form. This form shall include, at a minimum:
 - i. Details of the assignments, projects, or activities to which the intern will be assigned. This information will provide both staff and Executive Interns with a clear understanding of responsibilities, required qualifications, and the benefits to both the City and the participants.
 - ii. The duration of the Unpaid Internship or Volunteer assignment, typically ranging from eight (8) to twenty-six (26) weeks.

- iii. Hours per week. Shall range from fifteen (15) to twenty-five (25) hours per week.
- iv. Approval by the Human Resources Department and the City Manager's Office following review.

B. Recruitment/Placement

1. The Human Resources Department will oversee the coordination of recruitment activities and materials. These recruitment efforts shall target the broadest possible community involvement representing the diverse population of the City of Doral.
2. All Executive Interns shall submit application and/or required documentation to be eligible for consideration.
3. As a service to departments, Human Resources conducts screening interviews for Unpaid Interns and Volunteers to determine their qualifications, ability, and suitability. Human Resources then refers candidates to the department for interview and placement.
4. Executive Interns shall sign an internship agreement and Human Resources will run applicable background checks. Once the results of the background check are completed, the Human Resources department will call the intern to report to orientation and to begin their internship. Under no circumstances is an intern to begin the program until background checks are approved and they have completed a full orientation by the Human Resources department.

At orientation, the Executive Intern will read and execute the policies and procedures applicable to them such as: Anti-harassment policy, Dress Code, Code of Conduct, Workers' Compensation Policy, etc., as well as receive a temporary badge.

VIII. POLICY GUIDELINES:

- A. The Executive Intern must make a commitment on reliability, dependability and must fulfill all responsibilities and obligations of the internship until said internship has ended.
- B. The Executive Intern must uphold all policies and procedures and abide by the code of conduct as set forth by the Human Resources Department.
- C. The Executive Intern shall wear the City of Doral temporary badge while on assignment at all times.
- D. Executive Staff/Elected Officials or designee must directly supervise, account for, oversee and train the Executive Intern. The intern must always perform under the direct supervision of the Executive Staff/Elected Officials or designee.
- E. Executive Interns are responsible for maintaining the confidentiality of all information to which they have access while serving as an Executive Intern including confidential information concerning personnel matters, members of the community, or related to City business.
- F. An Executive Intern appointment may be discontinued at any time at the City's sole discretion with

or without cause.

- G. At the time an internship has ended, the Executive Staff/Elected Official or designee is responsible to provide feedback to the Unpaid Intern on their performance.

IX. POST INTERNSHIP:

Human Resources will schedule Executive Interns for the exit process, collect ID badge and to provide certificate of completion.

X. DISCLAIMER:

This policy is a summary of general policies and procedures as it relates to internship opportunities with the City of Doral and in no way constitutes an offer of employment or contract/guarantee for future employment.

*If you are not eligible for the Executive Internship program under the above stipulated eligibility requirements you may be eligible for Unpaid Internship or Volunteer opportunities under the City of Doral Unpaid Internship and Volunteer Policy.

Name _____

(Please Print):

Signature

Date

EXHIBIT “C”



City of Doral

Volunteer & Unpaid Internship Policy and Procedures

I. **PURPOSE:**

The purpose of this policy is to establish the framework for the Unpaid Internship and Volunteer Program (the "Program") and to establish efficient management practices for Unpaid Interns and Volunteers across the City. This policy is designed to guarantee consistent and effective supervision, fair and professional treatment, and the equitable utilization of City resources for Unpaid Interns and Volunteers involved in various activities.

The primary purpose of the Program is to augment and enhance community engagement and the delivery of City services. Additionally, this Program encourages involvement in local government and promotes participation by individuals and groups within the community.

Benefits to Unpaid Interns & Volunteers include:

- The opportunity to develop skills and gain experience,
- An increased understanding of City government and the opportunity to positively influence its effectiveness, and
- Personal satisfaction in helping the community.

Benefits to the City from Unpaid Interns and Volunteers include:

- Providing individuals with an understanding of and participation in City government,
- Strengthening community ties through collaboration and partnership, and
- Extending the City's ability to provide services effectively and efficiently and to conserve resources.

II. **DEFINITIONS:**

- Unpaid Intern or Volunteer** – A City of Doral unpaid intern or volunteer is an individual who willingly and freely offers services with no expectation of payment or other compensation. Volunteers and Unpaid Interns are not employees of the City. Unpaid Interns and Volunteers include regular City volunteers, special event volunteers, & unpaid interns.
- Supervisor** - Provides orientation, training and on-going supervision to the Unpaid Intern or Volunteer. Ensures that Unpaid Interns and Volunteers comply with City policy and procedures. Evaluates the Unpaid Intern's or Volunteer's performance.
- Good Standing**: Individuals who have not been terminated for cause, received a separation agreement, withdrew their application in lieu of disqualification, or resigned in lieu of termination, whether they are employees, volunteers, or applicants for employment.

III. ELIGIBILITY FOR REQUESTING UNPAID INTERNS & VOLUNTEERS

- A. Departments and Elected Officials are eligible to host an Unpaid Intern or Volunteer dependent on the availability of funds, workspace and equipment, as well as the ability to adhere to the procedures and guidelines outlined in this policy.
- B. Each Elected Official's Office is eligible to engage an Unpaid Intern or Volunteer. However, due to spatial limitations, each elected official office shall be limited to having a maximum of two (2) of the following positions assigned to their office at any given time (i.e., concurrently): Executive Interns, Unpaid Interns, or Volunteers. Additionally, each elected official office must coordinate the scheduling of the Executive/Unpaid Intern or Volunteer to ensure that no individual is scheduled when the assigned workstation is unavailable.

IV. UNPAID INTERN & VOLUNTEER ELIGIBILITY:

All Unpaid Interns and Volunteers must meet minimum qualifications for placement into any City-related assignment. The primary qualification for an Unpaid Intern or Volunteer placement is the ability and suitability to perform a task on behalf of the City.

- A. Age. The minimum age of an Unpaid Intern or Volunteer is eighteen (18).
- B. Background Investigations. Depending on the nature of the Unpaid Internship or Volunteer assignment, and in accordance with federal, state, and local requirements, Unpaid Interns and Volunteers may be subject to drug screening, criminal background checks and/or reference checks.
- C. For all activities related to the recruitment and retention of Unpaid Interns or Volunteers, the City does not discriminate on the basis of race, color, religion, sex or sexual orientation, national origin, disability, marital status, or political beliefs. Individuals requesting accommodation or accessibility information should contact the Human Resources office regarding their specific request.
- D. Previous employees who have resigned in good standing from the City, as defined above, may be considered to participate in the Unpaid Internship or Volunteer program.

V. PROCEDURES:

- A. Assigning Unpaid Interns or Volunteers:
 - I. Elected Officials and Executive Staff seeking to engage Unpaid Interns or Volunteers are required to complete a request form. This form must include, at a minimum:
 - i. Details of the assignments, projects, or activities to which the Unpaid Interns or Volunteers will be assigned. This information will provide both staff and the Unpaid Interns or Volunteers with a clear understanding of responsibilities, required qualifications, and the benefits to both the City and the participants.

To the extent possible, Unpaid Interns and Volunteers shall be offered opportunities that match their skills and interests and also serve operational needs.

- ii. The duration of the Unpaid Internship or Volunteer assignment, typically ranging from eight (8) to twenty-six (26) weeks.
- iii. Hours per week. Shall not exceed twenty-eight hours (28) a week.
- iv. Approval by the Human Resources Department and the City Manager's Office following review.

B. Unpaid Intern and Volunteer Recruitment

- 1. The Human Resources Department will oversee the coordination of recruitment activities and materials. These recruitment efforts shall target the broadest possible community involvement representing the diverse population of the City of Doral.
- 2. All Unpaid Interns and Volunteers shall submit application and/or required documentation to be eligible for consideration.

Unpaid Interns who are currently enrolled in academic institutions participating in this program for academic credits must furnish evidence of their enrollment from their respective academic institution. Additionally, they should provide documentation confirming that they will receive academic credit for the unpaid internship. Alternatively, they may submit a letter of approval for the unpaid internship from the Dean, Professor, or Career Services.

- 3. As a service to departments, Human Resources conducts screening interviews for Unpaid Interns and Volunteers to determine their qualifications, ability, and suitability. Human Resources then refers Unpaid Interns or Volunteers to the department for interview and placement.
- 4. Unpaid Interns and Volunteers shall sign an internship or voluntary agreement and Human Resources will run applicable background checks. Once the results of the background check are completed, the Human Resources department will call the Unpaid Intern or Volunteer to report to orientation and to begin their Unpaid Internship or Volunteer program. Under no circumstances is an Unpaid Intern or Volunteer to begin the Program until background checks are approved and they have completed a full orientation by the Human Resources department.

At orientation, the Unpaid Intern or Volunteer will read and execute the policies and procedures applicable to them such as: Anti-harassment policy, Dress Code, Code of Conduct, Workers' Compensation Policy, etc., as well as receive a temporary badge.

VI. POLICY GUIDELINES:

- A. The Unpaid Intern or Volunteer must make a commitment on reliability, dependability and must fulfill all responsibilities and obligations of the internship until said internship has ended.
- B. The Unpaid Intern or Volunteer must uphold all policies and procedures and abide by the code of conduct as set forth by the Human Resources department.
- C. The Unpaid Intern or Volunteer shall wear the City of Doral temporary badge while on assignment at all times.
- D. Executive Staff/Elected Officials or designee must directly supervise, account for, oversee and train the Unpaid Intern. The intern must always perform under the direct supervision of the Executive Staff/Elected Officials or designee.
- E. Unpaid Interns and Volunteers are responsible for maintaining the confidentiality of all information to which they have access while serving as an Unpaid Intern or Volunteer including confidential information concerning personnel matters, members of the community, or related to City business.
- F. An Unpaid Intern or Volunteer appointment may be discontinued at any time at the City's sole discretion with or without cause.
- G. At the time an Unpaid Internship or Volunteer Program has ended, the Executive Staff/Elected Official or designee is responsible to provide feedback to the Unpaid Intern or Volunteer on their performance.

VII. POST INTERNSHIP OR VOLUNTEER PROGRAM:

Human Resources will schedule Unpaid Interns and Volunteers for the exit process, collect ID badge and to provide certificate of completion.

VIII. DISCLAIMER:

This policy is a summary of general policies and procedures as it relates to internship and volunteer opportunities with the City of Doral and in no way constitutes an offer of employment or contract/guarantee for future employment.

Name _____
(Please Print):

Signature

Date