

Town of Ayer Internship Program Administration Policy

The Town of Ayer is pleased to offer Internship opportunities to undergraduate and graduate students enrolled in an accredited college or university. Internship programs are designed to provide the Intern with an understanding of how a local government is organized and operates. Interns will be provided the opportunity to apply their knowledge from the academic setting to the work environment. Interns may have the opportunity to observe and assist in different aspects Departmental operations, will work directly for the Department management staff, and may be assigned specific tasks or projects.

PURPOSE

This Policy describes the administration of Internship Programs in the Town of Ayer ("Town").

APPLICATION

This Policy applies to all Internship Program opportunities in the Town.


PROCEDURES

1. Each Department is responsible for identifying Internship opportunities.
2. Internships may be paid or unpaid. The U.S. Department of Labor, Wage and Hour Division, Fact Sheet #71 provides information about paid internship programs.
3. Paid Internships must have an identified funding source.
4. Paid Internships are temporary and are non-benefitted positions.
5. The term of internships may differ based on Departmental needs.
6. Interns who intend to receive college credit for the Internship must make appropriate arrangements with their college or university.
7. The Office of Benefits and Payroll will perform a CORI check on all interns.
8. The Office of Benefits and Payroll will determine if the intern has relatives that work for the Town of Ayer, if so assist the intern in filing appropriate disclosure(s) with the Town Clerk's Office.

Policy Approved By:


Jannice L. Livingston, Chair


Gary J. Luca, Vice-Chair


Christopher R. Hillman, Clerk

TOWN OF AYER
BOARD OF SELECTMEN

Date: August 11, 2015