Legislation Text

File #: 61892, **Version:** 1

Fiscal Note

No City appropriation required.

Title

Authorizing the Director of Human Resources to enter into one (1) year internship agreements consistent with Administrative Procedure Memorandum (APM) 2-44 with the option to extend the internship agreement for an additional one (1) year.

Body

WHEREAS, the use of student interns provides a valuable real life educational experience that is unobtainable in the classroom and allows students an opportunity to learn about public employment as a possible career and;

WHEREAS, student interns receive school credit for their participation with minimal to no cost to the City and;

WHEREAS, the City has established Administrative Procedure Memorandum 2-44 to provide guidance to Departments in the use of student interns and;

WHEREAS, the use of student interns requires internship agreements between the City and the entity providing the intern and;

WHEREAS, Administrative Procedure Memorandum 1-1 provides that Department and division heads, City employees, boards, committees and commissions do not have authority to sign a contract, unless specifically authorized by the Common Council and;

WHEREAS, given the number of internship requests requiring timely approval, it would streamline the process to have all internship requests/agreements routed to the Director of Human Resources and for the Director of Human Resources to review and sign these agreements consistent with the City's applicable APMs and contracting processes;

NOW, THEREFORE, BE IT RESOLVED that the Director of Human Resources is authorized to sign internship agreements on behalf of the City for period of one (1) year and further authorized to negotiate the terms of a renewal contract for a renewal term of up to one (1) year.

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