


Florida Fish and Wildlife Conservation Commission  
**Internal Management Policies and Procedures (IMPP)**

	TITLE	IMPP 6.12
	Internships	EFFECTIVE DATE 06/07/2018
	APPLICABILITY All Employees	RESCINDS/AMENDS 02/17/2015

REFERENCES:  
 AUTHORITY: Executive Director

**POLICY**

Internships may be sponsored by an educational institution, an entity representing an educational institution or by a **Commission employee**, with approval **from** a chain-of-command supervisor at the level of Section Leader or above. Internships will only be permitted when adequate time can be made available by Commission staff to work with and provide the appropriate level of supervision to the intern.

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**6.12.1 INTERN PROGRAM GUIDELINES**

- A. Interns are designated as either Other Personal Services (OPS) employees (paid interns) or Regular Service Volunteers (RSV) (unpaid interns).
- B. The intern’s immediate supervisor or designee must ensure that all appropriate paperwork for the intern is completed prior to commencement of the internship. If the intern will be paid (OPS employee), see [New Employee Required Documents for FTE and OPS](#) (Office of Human Resources). If the intern will be unpaid (RSV), see IMPP 6.9 for required documents and guidelines on volunteering, specifically IMPP 6.9.2 on program guidelines.
- C. It shall be the responsibility of the intern’s immediate supervisor or designee to inform the intern (both paid and unpaid), upon appointment, of the appropriate Commission policies and procedures, as well as the conduct and demeanor expected during the internship.

- D. Federal immigration law requires non-citizens be legally eligible to work in the United States before they are allowed to intern as an employee or volunteer. Non-citizens should consult with their country's consulate, United States Citizenship and Immigration Services, or other appropriate authorities to determine suitable visas that allow employment and volunteering when in the United States. The Commission is not obligated to sponsor (bring to the United States or petition for) a non-citizen to work or volunteer for the Commission in the state of Florida.

### 6.12.2 INTERN PROGRAM DEVELOPMENT

- A. A written outline of the internship objective must be submitted by the intern's immediate supervisor for approval by the Section Leader or above. If the intern is a RSV, the [Volunteer Program Development Form](#) can serve as the written outline of the internship objective to be approved (written) at the level of Section Leader or above (see [IMPP 6.9.3](#)).
- B. The Commission can choose to enter into a written agreement or understanding, outlining specific guidelines for the intern's service, with the intern, educational institution supporting the internship, or entity representing the educational institution. The agreement or understanding may not stipulate any cost to the Commission.
- C. Appropriate guidelines to issue a grade or credit should be provided to the intern's immediate supervisor by the intern, educational institution supporting the internship, or entity representing the educational institution.

### 6.12.3 BACKGROUND SCREENS

- A. Based on [s. 110.1127, F.S.](#), interns must undergo background screening, as detailed in the [IMPPs 6.9.7-6.9.10](#), using Level 1 ([s. 435.03, F.S.](#)) or Level 2 ([s. 435.04, F.S.](#)) screening standards, as a condition of interning or continued interning.
- B. The Commission designates, in [IMPP 6.9.7](#) B, C and in [IMPP 6.46.2](#) A, those positions that, based on position duties, require Level 1 and Level 2 Background Screens, respectively.

### 6.12.4 HUMAN RESOURCES TRAINING

- A. Interns (paid or unpaid), if they remain active interns, are required to complete the FWC Human Resources Annual Online Learning and the FWC Public Records Training courses on an annual basis, similar to Commission employees.
1. If interns have access to the Commission's network, they may access the courses on an FWC platform.
  2. If interns do not have access to the Commission's network, the intern's immediate supervisor or designee provides each intern with a written copy of the [courses](#) provided by the Office of Human Resources.

- B. See [IMPP 6.9.11](#) for more guidelines on how to access the annual trainings (Office of Human Resources).

#### 6.12.5 USE OF TECHNOLOGY

- A. Interns (paid or unpaid) can have access to the Commission's network as tools for intern service, including, but not limited to, Internet and E-mail.
- B. Interns who have access to the Commission's network must complete the FWC Information Technology Security Awareness Training. Interns can access the course at [FWC Learning](#). Interns, if they remain active interns and continue to have access to the Commission's network, are required to complete the course on an annual basis, similar to Commission employees.
- C. See [IMPP 6.9.12](#) for more guidelines on the use of technology for interns.

#### 6.12.6 USE OF OTHER RESOURCES

- A. Authorization is required from the intern's immediate supervisor prior to an intern using any Commission resource.
- B. Interns (paid or unpaid) must be properly trained, certified and/or licensed, similar to a Commission employee, in the use of Commission vehicles, watercraft (motorized and non-motorized) and/or equipment (e.g. power and non-power tools) before actual use. Refer to [IMPP 5.3](#) and [IMPP 6.9.13](#).
- C. The intern's immediate supervisor or designee should refer to the [Volunteer-Intern Resource Guide](#) which summarizes rules for interns as adults and minors on the use of vehicles, watercraft and equipment. For further reference, hazardous occupations that are prohibited to minors are listed in [s. 450.061, F.S.](#)
- D. Interns (paid or unpaid) may ride in and/or operate Commission vehicles, watercraft and/or equipment while engaged in Commission activities, **if the guidelines for adults, 18 years of age and older, and minors, under the age of 18 years, are met as referenced in the [Volunteer-Intern Resource Guide](#).**
- E. The intern's immediate supervisor or designee must obtain a copy of the driver's license before allowing adult interns to operate Commission vehicles. Interns must have a valid, current driver's license issued in his or her name that is in good standing from the state or country of residence from which it is issued.
- F. Refer to [IMPP 6.9.13](#) F, G, H and I on the use of other resources (e.g. aircraft, office space, personal resources and donating resources).

#### 6.12.7 UNIFORMS

- A. Uniforms are considered perquisites and issued to interns (paid or unpaid) when it is in the best interest of the state due to the exceptional or unique requirements of their internship (see [IMPP 6.19](#)). The supervisor who is at least one level of supervision higher than the intern's immediate supervisor should approve (written) the purchase of uniforms.

- B. The standard uniform is an Intern T-shirt with the Commission logo purchased through a state contracted vendor. Other uniform items include, but are not limited to, hats with the Commission logo also purchased through a state contracted vendor. Uniforms should distinguish interns from Commission employees (an example is to include Intern on the apparel).
- C. The DO leading the internship is responsible for the costs of the uniforms. However, uniform costs may be shared among DOs.
- D. Refer to [IMPP 6.9.14](#) D on policy regarding interns purchasing their own Commission approved uniform items.

#### **6.12.8 BENEFITS**

- A. Paid interns receive all the benefits provided to OPS employees, including reimbursement of travel expenses and coverage under the State Worker's Compensation Plan. The Office of Human Resources can provide more information regarding OPS employee benefits.
- B. Unpaid interns receive all the benefits provided to RSVs, including transportation (mileage) reimbursement and coverage under the State Worker's Compensation Plan. Refer to [IMPP 6.9.15](#) for more information on benefits provided to unpaid interns (RSV).
- C. The Commission's attorney will defend any civil action against both paid and unpaid interns arising out of activities or functions performed by the intern for the Commission, if the intern was acting within the course and scope of their internship with the Commission.

#### **6.12.9 RECORDS**

- A. The intern's immediate supervisor or designee must maintain a personnel file for his or her interns (both paid and unpaid) with **ALL** required documentation, including, but not limited to, background screen results, summer camp compliance, licenses and certifications in accordance with the required retention schedule (see [IMPP 1.7](#) and the [General Records Schedule GS1-SL for State and Local Government Agencies](#)).
- B. The intern's immediate supervisor or designee is responsible for entering his or her intern data, including hours worked, into the [Commission's Volunteer Management System](#), on at least a quarterly basis, to keep the system current for reporting on intern-related activities.

#### **6.12.10 RECOGNITION**

- A. The intern's immediate supervisor should ensure that his or her interns (paid or unpaid) are recognized for their service.
- B. Refer to [IMPP 1.10](#) for more information on recognition programs for employees (paid interns) and [IMPP 6.9.17](#) for more information on recognition for volunteers (unpaid interns).

#### **6.12.11 TERMINATION**

- A. An intern may be terminated "for cause"; cause to terminate an intern includes, but is not limited to, any violation of OPS employee agreements (paid intern) or volunteer agreement standards in the RSV Agreement (unpaid intern).

- B. Terminations are finalized through a written statement by the intern's immediate supervisor and approved (written) by the DO Director or designee.
- C. If an agreement or understanding is in place between the Commission and the intern, educational institution supporting the internship, or entity representing the educational institution, termination guidelines must be written into the agreement or understanding.

**FORMS**

FORM NUMBER	FORM TITLE

Approved: **Thomas Eason**  
 Eric Sutton, Executive Director or Designee

Date: **June 7, 2018**

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