

Warren County Board of Supervisors

RESOLUTION No. 498 OF 2021

**RESOLUTION INTRODUCED BY SUPERVISORS BRAYMER, GERAGHTY, DRISCOLL, CONOVER AND
MAGOWAN**

ADOPTING AMENDED WARREN COUNTY INTERN POLICY

WHEREAS, the Warren County Board of Supervisors desires to amend the Warren County Intern Policy, previously enacted by Resolution No. 96 of 2014, and amended by Resolution No. 215 of 2016, now therefore, be it

RESOLVED, that the amended Warren County Intern Policy, attached hereto as “Schedule A”, is hereby adopted, and be it further

RESOLVED, that the attached Warren County Intern Policy shall supercede any and all prior versions.

SCHEDULE "A"

WARREN COUNTY INTERN POLICY

Student internships for the County of Warren are permitted under the following terms and conditions:

- (A) With prior County Administrator approval, any department within the County of Warren may establish a student intern position for students from BOCES, Warren County high schools, state agencies or any other public or private educational institutions, which also includes allowances for the New York State Education Department's Career & Technical Education Career Exploration Internship Program which is a school-business partnership initiative providing high school students, age 14 and above with internship opportunities;
- (B) Paid and unpaid intern positions are authorized, subject to appropriations;
- (C) Before a Department of the County may accept the services of an intern, the Department Head shall request and receive approval from the County Administrator;
- (D) In determining whether to approve a student intern position, the County Administrator shall consider, among other things, the impact of the intern upon the workload and functioning of the department and the effect on the County overall;
- (E) Student intern positions will only be established after an agreement and appropriate waivers have been executed by the affected student and/or college and/or university and/or school with said agreements to be in a form and covering the types of indemnities and insurance and waivers that are typically required when student intern positions are presently established in Warren County for colleges and/or universities and/or schools;
- (F) Internship career path program utilizing multiple departments to be coordinated with the Chair of Higher Education and County Administrator are permissible;
- (G) Warren County will ensure that there is a clear and accessible system to enable interns to claim out of pocket expenses that are pre-authorized by the County Department for which they intern. Reimbursement forms and instructions for claiming eligible expenses will be provided by the department as applicable;
- (H) All agreements shall be executed by the Chair of the Board of Supervisors and said agreements and waivers shall be in a form approved by the County Attorney;
- (I) The County Administrator shall provide a report of all student intern positions to the Chair of the Board of Supervisors and the Personnel, Administration & Higher Education Committee.