

**SEMINOLE COUNTY GOVERNMENT
AGENDA MEMORANDUM**

SUBJECT: Extended Internship Program for the Water Quality Section of Public Works Request for Exception to Current Employment Classifications as Defined by Seminole County Personnel Policies, Section 311.0

DEPARTMENT: Public Works / Human Resources **DIVISION:** Roads-Stormwater

AUTHORIZED BY: W. Gary Johnson **CONTACT:** Kim Ornberg, P.E. **EXT.** 5738
W. Gary Johnson, P.E., Public Works Director
Janet P. Davis, Human Resources Director

Agenda Date 01/23/2007 **Regular** **Consent** **Work Session** **Briefing**
Public Hearing – 1:30 **Public Hearing – 7:00**

MOTION/RECOMMENDATION:

Approve an exception to Seminole County Personnel Policies, Section 311.0, to allow three (3) Internships in the Water Quality Section of the Public Works Department, Roads-Stormwater Division, to exceed the defined limit for temporary positions of six months and 1040 hours.

Countywide (Kim Ornberg, P.E.)

BACKGROUND:

Prior to a July 13, 2004, policy change redefining employment classifications, an active and cost-effective Internship Program had been successfully implemented for approximately five (5) years in the Water Quality and System Inventory Programs associated with the Stormwater function in Public Works.

The County's current policy defines Interns as temporary employees that cannot be budgeted on a continuous, on-going basis, and are restricted to six (6) months and less than 1040 hours annually. It takes approximately six (6) months to get an intern trained and proficient in the specific technical functions required in Seminole County's programs. In addition, interns are students typically looking for multi-semester/multi-year, part-time employment "in their field" while they complete a Bachelor's or Master's Program. As a result, to implement the 2004 policy, an alternative contract service was initiated from one of the firms providing environmental professional services to the County.

Reviewed by:
Co Atty: N/A
DFS: N/A
Other: [Signature]
DCM: [Signature]
CM: Cca
File No. RPWS01

The current contractual arrangement costs the County approximately \$91,000 annually. In a recent review of various activities and options, the annual cost of an equivalent internal program for three (3) intern positions was determined to be approximately \$62,600, including required fringe benefits (Florida Retirement System, Social Security and Workers' Compensation). In addition to potential annual cost savings of \$28,400, an internal program would allow greater operational flexibility and efficiency in situations that require use of vehicles and watercraft. To re-initiate a program of extended internships, an exception is required to the current Personnel Policies.

If approved, interns will be selected from those local college programs which can provide the County with students who are educated and knowledgeable about environmental and/or engineering systems that are essential to a Stormwater-related mission. These include such programs as Civil Engineering, Environmental Engineering, Environmental Science, and Biology. Costs will be offset from the professional services account of the Water Quality section's budget (business unit 077430). If approved, it is also understood that this Exception is limited in scope to the designated Internship program and that other situations which might develop or be identified in the future for extended internships and continuous budgeting would require separate exceptions approved by the Board. The Public Works and Human Resources Departments jointly recommend approval of an exception to the Personnel Policies to allow re-establishment of an extended internship program

Attachments: Water Quality Section Extended Internship Program Summary
Section 311.0 Employment Classifications, Personnel Policies

**PUBLIC WORKS / ROADS-STORMWATER DIVISION
WATER QUALITY SECTION EXTENDED INTERNSHIP PROGRAM**

Annual (FY 06/07) Estimate for Intern Program / Water Quality Section

Hourly Rate Per Intern Position	Applicable Fringe		Avg Hours Per Intern	Total Cost For 3 Intern Positions
\$10.50	Work.Comp.	16.17%	(est.	
\$10.50	FRS	10.71%	~28 hrs/wk	
\$11.50	Soc Sec	6.85%	each)	
\$32.50		33.73%	1440	\$62,585.64

Ins not applicable

Activities / Projects

The following highlights the technical, long term activities and projects that could benefit from this program:

NPDES/Water Quality:

- Water quality sampling of 70 waterbodies per quarter
- NPDES permit required chemistry & biological monitoring
- 165 lake levels monitored each month
- Bathymetry (Lake Mapping)
- Vegetation Assessments
- Lake restoration and revegetation projects
- Watershed Atlas data and website maintenance
- 6 YSI (multi parameter water quality unit) Remote Sensing Multimeters (programming, calibration & maintenance)
- 6 Weather Stations (programming, calibration & maintenance)

TMDL's:

- Biological Assessments (LCI, Biorecon, SCI) for impaired waters
- Assist local municipalities in water chemistry monitoring & biological assessments
- Water quality & stream flow data collection for impaired waters
- Wekiva Study Area assessments

Infrastructure System & Operations Projects:

- Stormwater inventory mapping
- Retention pond mapping
- Division (and Department) scanning projects

Educational Outreach:

- St. John's River Celebration Event
- Waterways Day Event
- WAV (Watershed Action Volunteers) Program
- LakeWatch Program
- Adopt-A-River Program
- Watershed Awareness Program
- Assistance with all educational outreach events for Division

PERSONNEL POLICIES

311.0 EMPLOYMENT CLASSIFICATIONS

Definitions:

Regular full-time positions are approved in the budget, assigned a position code and work at least 40 hours per week.

Regular part-time positions are approved in the budget, are assigned a position code but work less than 40 hours per week. Part-time positions receive pro-rated Paid Time Off (PTO) but do not receive health insurance benefits.

Temporary positions are positions that are not continuously budgeted and of a duration of less than six (6) months and less than 1040 hours annually. Temporary positions do not receive benefits or PTO.

Internships are a form of temporary employment established by departments for students enrolled in accredited academic or vocational programs. Paid internships are restricted to six (6) months and less than 1040 hours of employment annually. Interns do not receive benefits or paid time off.

POLICY:

1. All positions will be coordinated through Human Resources. Human Resources will post all regular (full-time and part-time) positions. Temporary positions and internships will be coordinated between Human Resources and the hiring department.
2. Once an applicant is selected, Human Resources will conduct pre-employment checks and maintain an employee file. If the position is temporary, Human Resources will obtain a signed contract outlining the conditions of employment.
3. Temporary and internship positions must be approved by the County Manager's Office.
4. An employee whose status changes from regular to temporary will receive payment of all unused Paid Time Off (PTO), up to 960 hour maximum. An employee whose status changes from temporary to regular full-time or part-time will have a hire date, effective as of the change in status for purposes of PTO eligibility.
5. Any use of contract labor through temporary agencies must meet the duration guidelines of the temporary positions and the Purchasing policy.