

**HUMAN RESOURCE  
POLICIES AND PROCEDURES**



<b>Policy:</b> Student Worker Program		
<b>Date:</b> October 28, 1998	<b>Revision Date:</b> April 1, 2015	<b>Approved by:</b> Human Resources

**I. AUTHORITY**

Per Minute Order # M-188/90

**II. POLICY STATEMENT**

It is the Policy of Eastern Municipal Water District to provide temporary summer employment to full-time college students to develop their awareness of the activities, challenges and opportunities found within a municipal water district.

**III. PROGRAM STRUCTURE**

To provide college students a broad view of the water industry generally and of our District specifically, we assign students to a track of departments closely related to their educational/career interests. By assigning students to different departments each summer, we assure a broad view of District operations while also allowing students time to gain a meaningful understanding of each assigned department’s responsibilities. Students may be required to write a book report on a water industry related book, write a 10-page paper describing their assigned department’s responsibilities, and to make a presentation of this topic to other students in the program so they can share experiences.

**IV. PROGRAM PARTICIPATION**

Immediate family members of current District employees are excluded from participation. Student selection is based on merit as determined by the following criteria: cumulative grade point average, writing skills, education goals, career goals, and community service/leadership activities. The program is limited to a total of five consecutive summers per participant. Once selected for participation, student workers may be invited back to work during Christmas and Spring breaks and may return for future summer assignments provided each of the following conditions are satisfied:

- A. Funding and program authorization is available.
- B. The Student Worker has received good performance evaluations from his or her supervisor.
- C. The Student Worker has been, and will continue to be, a full-time student at an accredited college.
- D. The Student Worker has abided by all District rules and policies and has completed assignments required for continued participation (i.e., Ten-page paper, water industry related book report, Annual Student Worker Presentation, and District provided training).

**V. HOURS**

Student Workers are not permitted to work more than 900 hours per fiscal year, nor more than 40 hours in a seven-day work period. Generally, Student Workers start work the first pay period in May and conclude their summer employment at the end of the last pay period in September. Authorization for a Student Worker to return to work during Christmas and/or Spring Break or to continue working beyond the summer employment schedule may be arranged by the assigned department through Human Resources. However, under no circumstances will a student worker be permitted to work more than 900 hours in a fiscal year.

**VI. SUPERVISION/SAFETY**

Department Directors are responsible for ensuring that Student Workers are adequately supervised and are not exposed to hazardous conditions without proper safety training. Department supervisors are responsible for completing a performance evaluation for each Student Worker assigned.

**VII. DRIVING PRIVILEGES**

Having Student Workers operate District vehicles is discouraged. However, with authorization from the student's Department Director, Student Workers above the age of 18, with a driver's license and an acceptable driving record, may operate a District vehicle to perform the duties of their assignment. Authorization for a student worker to drive must be obtained from the Human Resources and Risk Management Department.

**VIII. DEPARTMENTAL ASSIGNMENTS**

To gain a wide understanding of a municipal water district, Student Workers are moved to a different department each summer unless otherwise approved by the Human Resources Department. Human Resources will coordinate with department supervisors and students to determine available assignments and student interest/abilities. Departments are encouraged to organize assignments around special projects that are necessary, challenging, and likely to expand the student's understanding of the Department's role within the agency. Department supervisors should also plan for students to attend one day of training and one day of student worker presentations. Students will also need scheduled time to draft a paper and complete a book report.

Student Workers are paid on Range "A" of the District's Salary Schedule of Ranges and are eligible for up to a five percent step increase each summer they return. Student Workers do not acquire regular status regardless of how long they are employed and are not eligible for any other employment benefits except those required by law.

**AUTHORIZED SIGNATURES ON FILE**