

**Subject:** CO-OPERATIVE EDUCATION WORK EXPERIENCE PROGRAM

**Date:** July 10, 1993

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**Replaces Policy Dated:** N/A

**PURPOSE:** To establish policies and procedures with regard to a co operative education work experience program in which students from various educational institutions may gain valuable work experience in a non-paid status by working for Pinal County departments for a period not to exceed six (6) months.

**STATEMENT OF POLICY:** It is recognized that students have a need for work related experience. Furthermore, it is recognized that Pinal County, as a public employer, should make a concerted effort to provide students with the opportunity to gain work experience.

**PROCEDURE:**

1. The Appointing Authority who wishes to participate in this program shall submit a completed Personnel Requisition to the Human Resources Department. The personnel requisition shall state the length of anticipated service and any special skills and abilities required to perform the duties of the position.
2. The Human Resources Department will conduct recruitment through various educational institutions. Students interested in the position will be required to submit a completed employment application to the Human Resources Department.
3. The applications will be logged by the Human Resources Department and then forwarded to the Appointing Authority for review.
4. The student selected for the work experience program will be evaluated periodically as requested by the educational institution and/or Appointing Authority.
- 5) Students who are selected for an interview, but not selected for the work experience program will be notified by the Human Resources Department. Nothing in this policy shall be construed or implied that, after completion of the work experience program, the student will have a right to any form of employment with Pinal County. Additionally, the Appointing Authority shall retain the right to discontinue the student's participation in the work experience program at any time during the period of service. The student will agree to perform work related duties for the Appointing Authority in good faith, to be on time as scheduled, and to be cooperative at all times. This program will be administered in strict compliance with the Fair Labor Standards Act and Child Labor Provisions.