



Intern Program Update & Hourly Schedule

CITY COUNCIL MEETING
SEPTEMBER 3, 2019

Staff:
Todd Mitchell, HR/Risk Manager

Purpose

- Review Intern to City Council assignment
 - Identify Funding Level for Interns
- Approve a new wage schedule for Intern and Hourly assignments
- Approve in concept a Social Security Alternative Plan for certain part-time employees

Background

- Paid Internship Program in place for many years
- Assignments
 - Administrative/Financial
 - Public Works
 - Pre-professional (Planning, NSPS)
 - Legal
- Council expressed interest in an “Intern to City Council” Program

Internships

- Provide on-the-job experience to students
- Provide students with income for school expenses
- Nurture interest in future public service
- City benefit from abilities of talented people

Intern to City Council

- Supervision:
 - Technical by management
 - Functional by Councilmember
- Duties: Research, analysis, notetaking, communications, clerical, other support
- Hours: As funded. Not to exceed 960/year
- Wage: \$12-16. Depends on education level and tenure.
- Benefits: As required by law only

Funding Recommendation

- Use Councilmember discretionary allowance (currently \$6,000/ year)
- Add amount for interns

Hours Per Week	Hours Per Year	Cost per Councilmember	Total Cost
2.5	125	\$1,817	\$ 9,083
5	250	\$3,633	\$18,166
10	500	\$7,266	\$36,332

- Recommend 5 hours/week for 50 weeks per year
- Can be more hours per week for shorter term (e.g. over summer)
- Councilmembers can share to provide more hours to intern

New Wage Schedule

- Removes wage rates from Intern Program document
- Increases transparency on HR website
- Better reflects non-student hourly assignments currently called “interns”
 - Library Page
 - Department Aide

Social Security Alternative Plan

- Available for employees not eligible for CalPERS
- 457(b) qualified deferred compensation plan
 - Employee's own account
 - Portable to other employer plans or IRA
- 7.5% minimum contribution
 - Social Security = 6.2%
 - Additional 1.3% can be paid by City through Social Security savings
- If approved in concept, staff will return with details