

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

January 19, 2016

Agenda Item: 4.8

Subject: Approval of Internship Program Agreement – City of Hayward and Chabot College

Background: The internship program is a joint effort between the City of Hayward and Chabot College- CalWORKS Work-Study Program. The goal of the program is to offer work experience and exposure to local government to Chabot College students interested in pursuing this field of study and for the Office of the City Clerk to utilize the skillset of qualified interns. The duration of the internship would be for the length of the semester with deviations subject to the students' performance.

The internship will be a paid position at an hourly rate of \$10.50. Chabot College will compensate student interns directly, with 75% of the wages funded through the CalWORKS Work-Study Program. Through an identified budget from the Office of the City Clerk, the City of Hayward agrees to reimburse Chabot College at the end of each school semester for 25% of the wages paid to student interns, amounting to \$2.625 per hour. The City Clerk's Office anticipates having each intern work no more than 20 hours per week and plans to have two interns working concurrently each semester. The maximum hours worked by a student intern during the spring or fall semester will be 400 hours, based upon the spring/fall semester each being approximately 20 weeks long. The maximum hours worked by a student intern during the summer semester will be 240 hours, based on the summer semester of approximately 12 weeks long.

The proposed agreement will become effective upon agreement by both parties and shall remain in effect for two years. Either party can terminate the agreement upon giving a 30-day prior written notice.

Recommended Action: That the Board of Trustees approves the proposed Internship Program Agreement with City of Hayward, Chabot College effective January 20, 2016 for the period of two years. It is further recommended that the Board authorize the Vice Chancellor, Business Services, to execute the agreement on behalf of the District.

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Approved: Jannett N. Jackson/Date

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