

Del Paso Manor Water District Board Meeting, November 6, 2017

Agenda Item: Ad Hoc Communications Committee Report Presenter: Michael Clohossey, Director

Topic: Hiring a paid intern to assist with Administrative functions of the District, specifically Communication Outreach assignments

Background: At the last Board meeting in October I reported that our effort to recruit an unpaid intern had thus far been unsuccessful. I queried the Board about their willingness to pursue a paid intern since I had received feedback from the Intern Coordinator for the Sacramento State Communications Dept. that we should consider getting a Graduate level student based on the needs expressed in our job posting and that she felt we would have more success if the position were a paid position. The Board asked that I go back and get more information about options for a paid intern position and report back to them at this meeting for their further consideration. Director Matteoli shared his experience with interns he used and I was to follow up and see if I could learn more about the source of his interns some years back.

Findings: I am submitting 2 options for engaging a paid intern.

Option 1: Resubmit a new application with Sacramento State Communication Dept. and repost the job as a paid intern position seeking a Master's level graduate student who has the background and qualifications to complete the assignments we identify in the job posting. The Communications Dept. Coordinator assists with getting the internship posted at Sacramento State. Interested applicants then contact the District directly and the District does all screening and handles all employment matters from beginning to end including payroll, insurance, timecards, background checks, drug testing. In essence, the intern becomes an employee of the District and is subject to the employment policies of the District including the possibility for retirement contributions and other benefits upon the completion of the State mandated threshold minimum of hours worked. If the intern wants college credit there is a form the Intern Coordinator provides the intern and the District would be responsible for verifying hours worked per semester and providing an assessment of the work completed by the intern.

Option 2: The California Intern Network is a program offered by University Enterprises, Inc., a non-profit group affiliated with Sacramento State. It was formerly known as the "Hornet Foundation" and I believe is the organization that Director Matteoli spoke about at the last Board meeting. This option provides a much higher level of service and a broader network of recruitment than Option 1 as their sole focus is on the placement of interns. We would interview applicants and select a candidate(s) but University Enterprises is the employer of record. They handle all Human Resource functions and liability lies with them and not our District. The District would be responsible for signing off on timecards and monitoring work performance only. The District would receive a monthly invoice. UEI charges a 15% fee for their services. I have attached several communication pieces from UEI to help illustrate what they offer and how their process works.

Recommendation: Since we have limited staff time at this point, I recommend we consider Option 2. I think the pool of candidates will likely be broader and we will not have the Human Resources functions to worry about. This would be similar to using a Temp Agency but at a much lower commission cost. I can still communicate to the Communications Dept. Intern Coordinator that we are adding this option so she could direct candidates she knows of to the UEI process.

From: Stanfield, Diane C <dianes@csus.edu>
Sent: Friday, October 27, 2017 12:34 PM
To: mncloho@comcast.net
Cc: Parish, April
Subject: Student Interns
Attachments: Affiliation_List.pdf; CAIN_hiring_process_diagram.pdf; Hourly Wage Examples Flier 2-27-17.pdf; InternshipProgramsFlier.pdf

Good afternoon Mike,

Thank you for contacting us regarding your interest in a college intern joining your team. From our telephone conversation – it sounds like a great opportunity for a student in the Communications concentration. With our specialized recruiting efforts, we can provide you an ample pool of bright and motivated students for you to interview.

I have summarized our unique program below:

For the past 30 years, California Intern Network has offered part-time, temporary employment opportunities for students, from entry level to technical positions, within cities, counties, state agencies and recently - private sector companies. Our program is operated by University Enterprises, Inc., a nonprofit, tax-exempt auxiliary organization serving California State University, Sacramento.

We recruit student interns from all CSU, UC, private 4-year accredited colleges and community colleges to fulfill your specific workforce needs. We provide all the traditional human resource & payroll functions, including but not limited to: recruiting, employee orientation, risk management (we are the employer of record), assuming liability for workers' compensation, customized invoicing, record retention, and employment verification/reference. You select the students set their schedule and pay rate and manage their work. We take care of the rest.

Attached is sample wage chart which provides a breakdown of the wage, taxes and our program fee, program flyer, process chart and an affiliation list of colleges where we actively recruit students. Our website www.calinterns.org

lists some of the entities we partner with to provide student interns. The process is easy to get started. I have copied our Workforce Development Director, April Parish, on this email, she can assist you with any further questions you and your board have regarding our program.

Kind Regards,
Diane Stanfield



WHO WE ARE

California Intern Network is one of the largest providers of student intern employment in the Sacramento region. For more than 25 years, businesses and agencies have partnered with us to place highly qualified and motivated students in their workplace. California Intern Network is a program of University Enterprises, Inc. (UEI), an auxiliary of California State University, Sacramento.



"Supporting education is more than just a good idea, it is critical to the health of our society. We believe in the value of employing interns to help students become extraordinary future staff."

— Raley's

HOW WE MEET YOUR NEEDS

- Finding the right students for you and supporting you from recruitment through placement and beyond
- Providing all human resource and payroll functions:
 - Recruiting and screening
 - Employee orientation
 - Risk management
 - Customized invoicing and payroll detail reports
- We're affordable—we carry all costs up to 45 days.

WHY EMPLOY INTERNS

- Bright, motivated students can bring fresh ideas to your organization.
- You'll have more flexibility in your annual staffing budget—UEI is the employer of record.
- Students are an investment in your future; those who work for you today could join your workforce tomorrow.

GET STARTED

Call us at (916) 278-7892, email calinterns@uei.csus.org, or visit www.calinterns.org.

Affiliated Colleges and Universities

Academy of Art University, San Francisco	Chapman University
Art Institute of California, Sacramento	Chapman University Dale E. Fowler School of Law
Asher College	Charles R. Drew University of Medicine and Science
Azusa Pacific University	City College of San Francisco
Bakersfield College	City University of Seattle
Berkeley City College	Clovis Community College
Brigham Young University, Idaho	College of San Mateo
Cabrillo College	College of the Canyons
Cal Northern School of Law	College of the Redwoods
California Baptist University	The Colleges of Law – Santa Barbara and Ventura
California Institute for Integral Studies	Concordia University
California Lutheran University	Contra Costa College
California Northern School of Law	Cuesta College
California Polytechnic State University, San Luis Obispo	Cuyamaca College
California State Polytechnic University, Pomona	Cypress College
California State University	De Anza College
Bakersfield	DeVry University
California Maritime Academy	Diablo Valley College
Chico	Drexel University
Dominguez Hills	El Camino College
East Bay	Feather River College
Fresno	Foothill College
Fullerton	Fresno City College
Humboldt	Fresno Pacific University
Long Beach	Fullerton College
Los Angeles	George Mason University
Monterey Bay	Glendale Community College
Northridge	Glendale University College of Law
Sacramento	Golden Gate University, San Francisco
San Bernardino	Golden Gate University School of Law
San Diego	Hartnell College
San Francisco	Hastings College of the Law (University of California)
San Jose	Holy Names University
San Marcos	Irvine Valley College
Sonoma	John F. Kennedy University
Stanislaus	Lake Tahoe Community College
California Western School of Law	Lincoln Law School
Cerritos College	Lincoln Law School of San Jose
Chabot College	Lincoln University
Chaffey College	Los Angeles Valley College

Note: This list is updated frequently. If you would like to hire a student from a college that's not on the list, please call us at (916) 278-4994.



Affiliated Colleges and Universities (continued)

- | | |
|--|---|
| Los Rios Community College District | Sierra Community College |
| American River College | Skyline College |
| Cosumnes River College | Soka University |
| Folsom Lake College | Solano Community College |
| Sacramento City College | Southern California Institute of Law |
| Loyola Law School | Southwestern Law School |
| Loyola Marymount University | Stanford University |
| McGeorge School of Law (University of the Pacific) | Strayer University |
| Menlo College | Taft College |
| Mills College of California | Texas A & M |
| Moorpark College | Thomas Jefferson School of Law |
| Mt. San Antonio College | Trinity Law School |
| MTI College | University of Arizona |
| Napa Valley College | University of California |
| National University | Berkeley |
| Northeastern University | Davis |
| Notre Dame De Namur University | Davis School of Law |
| Orange Coast College | Irvine |
| Oregon Institute of Technology | Irvine School of Law |
| Oregon State University | Los Angeles |
| Pacific Union College | Los Angeles School of Law |
| Pacific University | Merced |
| Park University | Riverside |
| Pasadena City College | San Diego |
| Pepperdine University | San Francisco |
| Pepperdine University School of Law | Santa Barbara |
| Pierce College | Santa Cruz |
| Rio Hondo Community College | University of Chicago |
| Saddleback College | University of La Verne |
| Saint Mary's College of California | University of La Verne College of Law |
| Samuel Merritt University | University of Phoenix |
| San Diego Miramar College | University of Redlands |
| San Francisco Law School | University of San Diego |
| San Joaquin College of Law | University of San Diego School of Law |
| San Joaquin Delta College | University of San Francisco |
| Santa Ana College | University of Southern California |
| Santa Clara University | University of Southern California Gould School of Law |
| Santa Clara University School of Law | University of the Pacific |
| Santiago Canyon College | Vanguard University |
| Shasta College | Waldorf College |

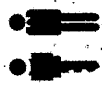
Note: This list is updated frequently. If you would like to hire a student from a college that's not on the list, please call us at (916) 278-4994.



Affiliated Colleges and Universities (continued)

West Los Angeles College
Western Career College
Western State University College of Law
Whittier College
Whittier Law School
William Jessup University
Woodland Community College
Yuba Community College

Note: This list is updated frequently. If you would like to hire a student from a college that's not on the list, please call us at (916) 278-4994.



Contract

- Account setup



Recruitment

- Job description
- Job posting
- Specialized recruitment



Interview and Selection

- Applicant screening
- Complete hiring forms



Next Steps

- Employment concludes
- Student graduates
- Repost



Preemployment Screening (if applicable)

- Drug testing
- Criminal background check



Student at Worksite

- Work schedule
- Worksite orientation
- Timesheet approval



Employer Support



- Invoices
- Specialized reports
- Employee relations
- Workers' comp



New Hire Orientation

- Hiring forms (e.g., I-9, W-4)
- Employee handbook
- Time Online training

Student Employment Program Process

KEY	
	CALIFORNIA INTERN NETWORK
	CLIENT



HOURLY WAGE EXAMPLES

Following are examples of the most common wages paid to student interns hired through the California Intern Network. Wages can vary depending on the type of job, e.g., administrative, technical, graphic design, public relations, communications. There are no recruiting or placement fees.

PLUS:					
FICA*	\$0.81	\$0.84	\$0.92	\$0.99	\$1.08
State Unemployment Insurance	\$0.15	\$0.15	\$0.17	\$0.18	\$0.20
Workers' Compensation	\$0.04	\$0.04	\$0.04	\$0.04	\$0.05
Subtotal	\$11.50	\$12.04	\$13.15	\$14.23	\$15.33
Administrative Fee (15%)	\$1.73	\$1.81	\$1.97	\$2.14	\$2.30
TOTAL COST	\$13.23	\$13.85	\$15.12	\$16.37	\$17.63

*Federal Insurance Contributions Act (FICA) is not charged if a student attends Sacramento State.

Note: As a nonprofit, University Enterprises, Inc. is exempt from Federal Unemployment Tax (FUTA).

6000 J Street, Sacramento, CA 95819
 (916) 278-4994
www.calinterns.org