



Adopted February 11, 2024

The following internal policy is enacted pursuant to Utah Code Ann. § 17-53-207 and Salt Lake County Code of Ordinances § 2.08.070 to provide guidelines for Salt Lake County Council internships.

Dea Theodore, Chair
District 6

Laurie Stringham
At-Large A

Suzanne Harrison
At-Large B

Natalie Pinkney
At-Large C

Arlyn Bradshaw
District 1

Carlos Moreno
District 2

Aimee Winder Newton
District 3

Ross Romero
District 4

Sheldon Stewart
District 5

- 1) The Salt Lake County Council may appoint interns consistent with the requirements of Salt Lake County Human Resources Policy 2-100, "Employment Status," § L, "Internship," and the more specific provisions of this internal policy. The appointment of Council interns is authorized through the Council budget, and internship funding must be allocated and approved by the Council in the Council office budget.
- 2) The Council desires to provide new Councilmembers with the option of appointing one (1) part-time intern to assist them during their first 12 months of holding office. These paid internship opportunities are available for individuals currently enrolled in a post-secondary course of study at a college or university located within the State of Utah, and who are otherwise legally eligible to work at Salt Lake County. Funding for interns may be provided from the Council's general personnel budget.
- 3) Interns meeting the eligibility requirements of this policy may be hired or terminated by an individual Councilmember. Interns may work up to 20 hours per week and will be compensated at an hourly rate of \$17 for undergraduate students and \$20 for graduate students.
- 4) Each internship will be appointed for a period of 4 months, with the option to extend for a longer period not to exceed 12 months in total.
- 5) Each Councilmember that appoints an intern under this policy is responsible for the supervision of that intern. More specific details concerning the oversight and day-to-day management of the intern, the intended educational goals of the internship, and the relationship between the intern and the appointing Councilmember shall be determined on a case-by-case basis.
- 6) Council staff will provide administrative support and, as appropriate, additional oversight and supervision of interns as directed by a Councilmember. Consistent with their specific job duties, members of Council staff will also help coordinate any required County HR requirements or practices applicable for interns.
- 7) In addition to fulfilling all relevant academic requirements from their college or university and any educational goals designated by the appointing Councilmember, Council interns shall provide a final paper describing the work that they have accomplished for the County and the skills and insights that they have learned. Papers should be of appropriate academic quality and at least 1000 words in length.
- 8) Consistent with County HR policy, the following additional requirements apply to all Council interns:

- Council interns must comply with all applicable law and Salt Lake County policy, including Salt Lake County Council internal policy, and shall be held to a high standard of ethical conduct;
- Council interns must complete required County HR paperwork, including any applicable internship agreement;
- Council interns are County employees for the purposes of the Fair Labor Standards Act, but are non-merit / at-will employees, and are ineligible for any County-provided benefits unless required by law.

APPROVED and ADOPTED, February 11, 2025.

SALT LAKE COUNTY COUNCIL

By:

Dea Theodore, Chair