

WAUKESHA PUBLIC LIBRARY
HUMAN RESOURCES POLICY PROCEDURE

SUBJECT: COOPERATIVE EMPLOYMENT AND EDUCATION PROGRAM (Limited Term Library Internships)	Issued: 4/10/08 4/11/19	No: B-11
	Supersedes: 7/10/03 4/10/08	Page: 1 of 1

Cooperative Employment and Education Program Resolution

WHEREAS, the Waukesha Public Library desires to develop a good understanding of public employment opportunities and responsibilities through direct on-the-job placement of certain groups of citizens, and

WHEREAS, the Waukesha Public Library wishes to become an employer offering an internship opportunity to assist in the instruction and counseling of individual citizens during the transition and adjustment period from school to work,

THEREFORE, BE IT RESOLVED that from the date of adoption of the resolution, the following limited term employment and education program is adopted:

1. Participation in this program shall include: (a) senior students of Waukesha area high schools (subject to school program requirements), (b) students of post high school colleges, or (c) protected EEO/AAO individuals (groups).
2. The period of part-time employment shall be during regular business hours, on a part-time basis, and for a limited duration ~~not to exceed the period of the last semester of active student status. High-school-students-may-not-work-beyond-their-last-semester-of-active-student-status.~~
3. The hours on the job for certified co-op students will be ~~up-to-fourteen-(14)-hours-weekly-a~~ minimum of fifteen (15) hours per week (maximum of forty (40) hours per week). ~~Other limited-term-interns-may-work-up-to-a-maximum-of-twenty-(20)-hours-per-week. The Library Director, or her/his designee may make exceptions to these specific practices.~~ The Library Director, or his/her designee may make exceptions to these practices.
4. The wages paid shall be ~~set approved~~ by the Library Director, or her/his designee ~~recognizing the overall fiscal year's budgetary allocation.~~
5. This program shall be administered and maintained by the Library Director or his/her designee.
6. All participants will be full time students and will be eligible to receive credit for work performed for the Library, as verified by the educational institution attended.
7. Employment shall cease when either of these two criteria can no longer be verified.
8. Written confirmation that the student is earning credit shall be obtained from the student and verified with the educational institution attended.

Approved by the Library Board
~~April 10, 2008~~ April 11, 2019