
**BOARD OF COUNTY COMMISSIONERS
HILLSBOROUGH COUNTY
TAMPA, FLORIDA 33601**

BOARD POLICY - SECTION NUMBER: 03.03.07.00

SUBJECT: SELECTION OF APPLICANTS FOR WORK-STUDY INTERNSHIP PROGRAM FUNDED THROUGH THE INTEREST EARNINGS OF THE FUND ACCRUING THE PAYMENT OF PENALTIES FOR THE VIOLATION OF MANDATORY WATER USE RESTRICTIONS, AS PROMULGATED THROUGH RULES OF THE SOUTHWEST FLORIDA WATER MANAGEMENT DISTRICT, AND ENFORCED BY PERSONNEL OF THE HILLSBOROUGH COUNTY WATER DEPARTMENT

EFFECTIVE DATE: March 4, 1998

SUPERSEDES: NEW

Purpose:

This policy is to establish internship eligibility and application evaluation criteria for the selection of candidates to staff the annual work-study water conservation program. This policy allows Hillsborough County staff to facilitate the hiring of work-study students on an as-needed basis. Projects will specifically benefit the unincorporated area of Hillsborough County.

Policy:

It is the policy of the Board of County Commissioners that the Water Conservation Work-Study Internship Program be available on a limited basis to eligible college students meeting the following criteria:

- Applicants must be pursuing a degree related to, or otherwise show a concerted interest in the sustainability of the environment, as demonstrated in an essay of not more than 500 words.
- Applicants must maintain a Grade Point Average of at least 2.5 on a scale of 4.0.
- Applicants must be available to work during the hours necessary as required by the assigned project.
- Applicants may be required to have a valid Florida Drivers License and show proof of insurance.
- Applicants must possess the necessary computer skills to complete assigned job duties.
- Applicants must demonstrate strong interpersonal skills through a panel interview.
- Applicants must provide three (3) letters of reference, including at least one (1) from a sponsoring faculty member.

Completed applications will be reviewed and qualified by a committee composed of representatives of the Hillsborough County Water Department and the Hillsborough County Cooperative Extension Service. Selected candidates will be hired as temporary employees of the Water Department and will be paid at a rate not to exceed 1½ times the minimum wage, bi-weekly on the County's payroll schedule. Temporary employees are not eligible for holiday pay, sick leave, medical insurance, or annual leave.

Responsibility:

The Board of County Commissioners has adopted this policy to provide for the enhancement of water conservation activities of Hillsborough County, including mutual projects with the Cooperative Extension Service, the enforcement of water use restrictions, and the provision of staffing for Project GreenHouse. The administration of this policy will be through the Water Department Director.

Approved By: Board of County Commissioners

Approval Date: March 4, 1998