From:	Karina Cardoza
To:	"Karina Cardoza"; "Esther Cortez"; "Sylvia Rios"; nereida.garza@co.hidalgo.tx.us; sergio.cruz@co.hidalgo.tx.us; dina.trevino@co.hidalgo.tx.us; "Raymundo Eufracio"; "Linda Fong"; "Norma Garcia"; alfredo.zamarripa@treasurer.co.hidalgo.tx.us
Cc:	valde.guerra@co.hidalgo.tx.us; "Monica Badillo"; "Yolanda Chapa"; jaime.longoria@co.hidalgo.tx.us; public.info@co.hidalgo.tx.us
Subject:	RE: Internship Policy, Agreement & Waiver of Liability
Date:	Thursday, May 31, 2012 1:00:05 PM
Attachments:	Hidalgo County Internship Policy.docx INTERNSHIP AGREEMENT AND WAIVER OF LIABILITY.DOCX

Hello!
I would like to place this item on the agenda for next Tuesday, with the attached documents. Please provide any feedback you may have as soon as possible. The policy & waiver have been approved by legal counsel.

Thank you!!!

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From: Karina Cardoza [mailto:karina.cardoza@co.hidalgo.tx.us]
Sent: Friday, May 25, 2012 4:57 PM
To: 'Esther Cortez'; 'Sylvia Rios'; 'nereida.garza@co.hidalgo.tx.us'; 'sergio.cruz@co.hidalgo.tx.us'; 'dina.trevino@co.hidalgo.tx.us'; 'Raymundo Eufracio'; 'Linda Fong'; 'Norma Garcia'; 'alfredo.zamarripa@treasurer.co.hidalgo.tx.us'
Cc: 'valde.guerra@co.hidalgo.tx.us'; 'Monica Badillo'; 'Yolanda Chapa (yolanda.chapa@co.hidalgo.tx.us)'; 'jaime.longoria@co.hidalgo.tx.us'; 'public.info@co.hidalgo.tx.us'
Subject: Internship Policy, Agreement & Waiver of Liability

Good afternoon!
Attached, please find a draft of an Internship Policy to be proposed at an upcoming session Commissioners' Court (hopefully 6/5) for the purposes of establishing an Internship Policy for Hidalgo County. There have been interns placed at County offices in the past, however, concerns had been brought up that there was no policy in place. I hope the proposed policy addresses the concerns that were raised, and that this can be the beginning of implementing a valuable and sustainable experiential learning environment for student interns! In the policy, there are provisions for both unpaid (volunteer) and paid (temporary employees) internships. The policy is intended to consist of general guidelines, and stipulate that every internship placement (paid or unpaid) must be approved through Commissioners' Court.

These initial drafts of the Internship Policy and the Internship Agreement & Waiver of Liability have been reviewed and approved by Josie and Michael. I am forwarding the proposed policy to relevant departments for review and feedback (HR, Budget, Treasurer's, Auditor's). I propose that the Intern Application be identical to the Countywide Application for Employment (instead of creating a new one, we can just rename).

Thank you for your attention to this matter, and I welcome your feedback as we take the initial steps toward implementation of this program! Please send me any suggested revisions/inclusions/deletions as soon as possible.

If you have any questions, please do not hesitate to contact me.

Have a most enjoyable Memorial Day Weekend! ☺

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