

**PINELLAS COUNTY SCHOOL BOARD
INTERNSHIP AGREEMENT**

The intern procedure covers an employee who is offered a position for which they do not currently meet the minimum qualifications.

Per the salary administration procedures for non-instructional salary schedules the intern procedure is as follows:

“An internal applicant who does not meet all minimum qualifications for a job may be hired as or promoted to an intern position at a rate of pay ten percent (10%) below the applicable rate of pay for the job which the employee is interning, unless the amount is below the school district minimum wage, then it is reduced or remains at the minimum wage. Payment at the intern rate is not to exceed one (1) year. When the minimum qualifications are met, the employee shall receive the appropriate rate of pay for the position. If minimum qualifications are not met after one (1) year, employee is subject to termination or reassignment.”

In the instance that a class is required to fulfill the minimum qualifications of your position, you must present documentation that you have signed up for the required class within 30 days of accepting your position. If this condition has not been met within the 30-day timeline, you will be terminated without prejudice.

If you are to obtain a GED, the institution you wish to attend MUST be approved by Human Resources prior to registering.

Once an internship is completed, the employee’s pay rate will be adjusted effective the next business day after completion of requirement. It is the school/department’s responsibility to notify the appropriate HR representative when the qualification has been met. Send the appropriate documentation to the Human Resources office. In the case of School Board required training, the qualification will be verified once the appropriate certificate is received or Inservice History is updated.

Please Print:

Employee Name: _____ SS#: _____

School/Department: _____

Internship Job Title: _____

Internship Dates: From: _____ To: _____

Pay Rate: _____ Internship Pay Rate: _____

Reason for Internship: _____

I have read and understood the procedures regarding this internship.

Employee Signature Date

Principal/Supervisor/Director’s Signature Date

Original-Human resources

Copy - School/Department/Employee