

Subject: City Internship Program	Number: 6-16
	Date Issued/Revised: December 1, 1998
Responsible Department: City Manager	Approved:

Policy

At the initiation of the Chief Administrative Officer, or at the initiation of one or more appointing authority with the consent of the Chief Administrative Officer, an employee appointed to a position in a class in Exhibit 2 of the Salary Resolution may be assigned to perform duties in another department or division, or may have his/her duties exchanged with another such employee, for the purposes of job enrichment, cross training, to provide additional assistance to one or more departments during periods of additional workload, or to take advantage of an employee's unique or special skill and experience applicable to the assignment proposed.

Such assignment(s) shall be for a period of four months, which period may be extended by, or with the permission of, the Chief Administrative Officer for an additional two months. Employees participating in the program shall continue to receive the salary and benefits associated with and from the class and position to which normally assigned.