

M.P.O.
M.P.O.
M.P.O.

Grand Forks - East Grand Forks
Metropolitan Planning Organization

*Grand Forks – East Grand Forks MPO
Internship Program*

NEW INTERN HANDBOOK

2014-2015
GF/EGF MPO

TABLE OF CONTENTS

GF/EGF PO Internship Program Policies	1
<i>Dress Code</i>	<i>1</i>
<i>Work Hours</i>	<i>1</i>
<i>Attendance (Reporting Late & Leaving Early)</i>	<i>1</i>
<i>Requirements</i>	<i>2</i>
<i>Holidays.....</i>	<i>2</i>
<i>Pay Practices.....</i>	<i>3</i>
<i>Evaluations</i>	<i>3</i>
<i>Social Media & Cell Phone Use</i>	<i>3</i>
<i>Personal Use Of MPO Property.....</i>	<i>3</i>
Time And Pay Period Schedule	4
Timesheets.....	6

GF/EGF MPO

Internship Program Policies

Dress Code – Business Casual

The GF/EGF MPO requires that interns dress as professionals, however nice blue jeans are allowed on Fridays.

Work Hours

MPO Offices are open Monday through Friday 8:00 a.m. to 5:00 p.m.

Interns are expected to fulfill their weekly work hours during this timeframe unless other work hours are discussed and approved by the Executive Director.

Interns are expected to work a minimum of 12 hours, and a maximum of 20 hours each week, in four-hour time blocks. Work schedules are to be submitted and approved by the staff member assigned as your supervisor. Any deviation in the work schedule will be reported to your supervisor or the Executive Director for approval.

Attendance

Interns are expected to maintain professional behavior, which includes being at work during scheduled working hours and arriving on time. They are expected to work full-time during the summer immediately following completion of the normal school year. Internships should last one year and should start after Labor Day and end in August of the following year.

If, for any reason, an Intern must miss a day of work, it is their responsibility to contact their supervisor, the Executive Director or the Office Manager. Interns are also responsible for notifying any third party member that may be affected by their absence, such as an individual they have a meeting scheduled with that day.

It is the Intern's responsibility to inform their supervisor, the Executive Director or the Office Manager if they are going to be late or have to leave early for any reason.

Interns are paid and given credit only for time spent at work and reported hours will be reflective of habits of tardiness and/or leaving early.

Interns do not receive sick pay and are not credited for hours in which they are absent from work.

Requirements

Interns are expected to perform a variety of work assignments and shall generally perform any and all work assigned them by all full-time employees. They shall complete: 1) One major planning study, report, or planning document; 2) other duties as assigned.

Interns shall attend at least one Planning Commission meeting and one City Council meeting in both Grand Forks and East Grand Forks. The regular meeting time of the Grand Forks Planning Commission is at 5:30 p.m. the first Wednesday of each month; the regular meeting time of the East Grand Forks Planning Commission is at 12:00 Noon the second Thursday of each month; the regular meeting of the East Grand Forks City Council is at 5:00 p.m. the first and third Tuesday of each month; and the regular meeting of the Grand Forks City Council is at 5:30 p.m. the first and third Monday of each month.

Holidays

The GF/EGF MPO is closed for the following Holidays:

Spring Semester:

New Year's Day
Martin Luther King Day
President's Day

Summer Semester:

Memorial Day
Independence Day

Fall Semester:

Labor Day
Veteran's Day
Thanksgiving Day
Christmas Day

Pay Practices

Payroll is distributed bi-weekly via direct deposit into the Intern's designated checking or saving account. All mandatory payroll taxes and deductions are withheld prior to deposit.

Undergraduate Interns are paid \$10.00 per hour and Graduate Interns are paid \$12.00 per hour. It is the Intern's responsibility to fill out timesheets and submit them to the Office Manager by 5:00 p.m. the Friday prior to payroll week (see Time and Pay Period Schedule).

Evaluations

Evaluations will be completed mid-way, and at the conclusion of the internship, by the Executive Director. Interns will also complete an exit interview/evaluation of the program upon completion of the internship.

Social Media And Cell Phones

Do not check personal email, update social networking sites, or surf the web while on the clock. While some assignments may require accessing social networking sites, their use should be limited as much as possible.

Restrict personal cell phone use to breaks and after hours. Personal phone calls and continuous texting are distracting workplace behaviors and thus unacceptable while working. If an emergency arises where personal cell phone use is necessary, the Executive Director or Office Manager should be informed.

The Executive Director has the right to impose restrictions on cell phone and internet use, including requiring cell phones be turned off if necessary.

Personal Use Of Phones, Mail, Computer, Internet, And E-Mail

The GF/EGF MPO's Internet and E-Mail systems should be used for business purposes only. Users should have no expectation of privacy when using MPO e-mail, phones, computers, and internet and should not use these programs for personal use.

TIME AND PAY PERIODS – 2017

Pay Start Date	Pay Ending Date	Check Date	Pay Period
December 24, 2016	January 6, 2017	January 13, 2017	1 st
January 7, 2017	January 20, 2017	January 27, 2017	2 nd
January 21, 2017	February 3, 2017	February 10, 2017	1 st
February 4, 2017	February 17, 2017	February 24, 2017	2 nd
February 18, 2017	March 3, 2017	March 10, 2017	1 st
March 4, 2017	March 17, 2017	March 24, 2017	2 nd
March 18, 2017	March 31, 2017	April 7, 2017	1 st
April 1, 2017	April 14, 2017	April 21, 2017	2 nd
April 15, 2017	April 28, 2017	May 5, 2017	1 st
April 29, 2017	May 12, 2017	May 19, 2017	2 nd
May 13, 2017	May 26, 2017	June 2, 2017	1 st
May 27, 2017	June 9, 2017	June 16, 2017	2 nd
June 10, 2017	June 23, 2017	June 30, 2017	3 rd
June 24, 2017	July 7, 2017	July 14, 2017	1 st
July 15, 2017	July 21, 2017	July 28, 2017	2 nd
July 22, 2017	August 4, 2017	August 11, 2017	1 st
August 5, 2017	August 18, 2017	August 25, 2017	2 nd
August 19, 2017	September 1, 2017	September 8, 2017	1 st
September 2, 2017	September 15, 2017	September 22, 2017	2 nd
September 16, 2017	September 29, 2017	October 6, 2017	1 st
September 30, 2017	October 13, 2017	October 20, 2017	2 nd
October 14, 2017	October 27, 2017	November 3, 2017	1 st
October 28, 2017	November 10, 2017	November 17, 2017	2 nd
November 11, 2017	November 24, 2017	December 1, 2017	1 st
November 25, 2017	December 8, 2017	December 15, 2017	2 nd
December 9, 2017	December 22, 2017	December 29, 2017	3 rd
December 23, 2017	January 5, 2018	January 12, 2018	1 st

TIME AND PAY PERIODS – 2018

Pay Start Date	Pay Ending Date	Check Date	Pay Period
December 23, 2017	January 5, 2018	January 12, 2018	1 st
January 6, 2018	January 19, 2018	January 26, 2018	2 nd
January 20, 2018	February 2, 2018	February 9, 2018	1 st
February 3, 2018	February 16, 2018	February 23, 2018	2 nd
February 17, 2018	March 2, 2018	March 9, 2018	1 st
March 3, 2018	March 16, 2018	March 23, 2018	2 nd
March 17, 2018	March 30, 2018	April 6, 2018	1 st
March 31, 2018	April 13, 2018	April 20, 2018	2 nd
April 14, 2018	April 27, 2018	May 4, 2018	1 st
April 28, 2018	May 11, 2018	May 18, 2018	2 nd
May 12, 2018	May 25, 2018	June 1, 2018	1 st
May 26, 2018	June 8, 2018	June 15, 2018	2 nd
June 9, 2018	June 22, 2018	June 29, 2018	3 rd
June 23, 2018	July 6, 2018	July 13, 2018	1 st
July 7, 2018	July 20, 2018	July 27, 2018	2 nd
July 21, 2018	August 3, 2018	August 10, 2018	1 st
August 4, 2018	August 17, 2018	August 24, 2018	2 nd
August 18, 2018	August 31, 2018	September 7, 2018	1 st
September 1, 2018	September 14, 2018	September 21, 2018	2 nd
September 15, 2018	September 28, 2018	October 5, 2018	1 st
September 29, 2018	October 12, 2018	October 19, 2018	2 nd
October 13, 2018	October 26, 2018	November 2, 2018	1 st
October 27, 2018	November 9, 2018	November 16, 2018	2 nd
November 10, 2018	November 23, 2018	November 30, 2018	3 rd
November 24, 2018	December 7, 2018	December 14, 2018	1 st
December 8, 2018	December 21, 2018	December 28, 2018	2 nd
December 22, 2018	January 11, 2019	January 18, 2019	1 st

TIMESHEET EXAMPLE

2017 TIMESHEET

EMPLOYEE:

MONTH: JANUARY

INFLATED RATE: \$

Work Element	Acct #	S	H	3	4	5	6	S	S	9	10	11	12	13	S	S	H	17	18	19	20	S	S	23	24	25	26	27	Total Hrs.	Inflated Rate
100.10 Gen. Admin.	505																												0.0	0.00
100.20 AUWP Dev.	510																												0.0	0.00
100.30 Fin. Manag.	515																												0.0	0.00
100.40 Overhead	517																												0.0	0.00
200.10 Inter Agency	520																												0.0	0.00
200.20 Citizen Part.	525																												0.0	0.00
200.30 Educ. & Travel	530																												0.0	0.00
200.40 Equipment	535																												0.0	0.00
300.10 Tran. Plan Up.	545																												0.0	0.00
300.20 Corridor Plan	550																												0.0	0.00
300.30 T.I.P.	555																												0.0	0.00
300.40 Land Use Plan	560																												0.0	0.00
300.50 Special Studies	565																												0.0	0.00
300.60 Plan Monitoring	570																												0.0	0.00
300.70 GIS Develop.	575																												0.0	0.00
GF Planning & Zoning	702																												0.0	0.00
EGF Planning & Zoning	701																												0.0	0.00
EGF Transit	708																												0.0	0.00
TOTAL INFLATED RATE																													0.0	0.00
Billable Hours																													0.0	
Holidays, Sick, & Vac.																													0.0	
Comp/Personal Used																													0.0	
TOTAL CATEGORIES			0.0	0.0	0.0	0.0	0.0			0.0	0.0	0.0	0.0	0.0			0.0	0.0	0.0	0.0	0.0			0.0	0.0	0.0	0.0	0.0	0.0	
Weekly Hours																													0.0	
CT/PT Used/Accrued																													0.0	