



TOWN OF SARATOGA
SARATOGA INTERIM INTERNSHIP PROGRAM POLICY
Resolution 2026-07 EXHIBIT “A”

Purpose

The purpose of this policy is to establish guidelines and procedures for the administration of the Interim Paid Municipal Internship Program. This program is intended to provide students with meaningful, educational work experience in municipal government while supporting Town departments in a manner consistent with applicable federal and Wyoming labor laws and Town personnel policies.

Definitions

Intern – A temporary employee of the Town of Saratoga who is currently enrolled in an accredited high school or post-secondary educational institution.

Program – The Saratoga Interim Internship Program.

Program Director-Town of Saratoga Clerk

Supervisor – A Town employee designated to oversee and direct the work of an intern.

Eligibility

Internship positions may be filled by individuals who are currently enrolled as a high school junior or senior, or currently enrolled in an accredited post-secondary institution. Eligibility is based on enrollment status and not age. Academic credit is required.

Department Assignments

Interns may be assigned to Public Works, Recreation, Police Department (non-enforcement duties only), or Town Hall / Administration.

Employment Status and Compensation

Interns are temporary employees of the Town of Saratoga and shall be compensated at an hourly rate no less than the applicable minimum wage. See most recent adopted wage scale for wage verification.

Hours and Scheduling

Internship schedules shall be determined by departmental needs and student availability. Hours shall align with credited hours of the institution. Interns may work additional hours if the hours are a in conjunction with program goals, aligned with projects and tasks ongoing during the credited hours. Interns under 18 years of age shall comply with all applicable

youth labor laws. Internships shall expire upon the closing of the accredited educational term. I.e. end of semester.

Supervision and Training

At the time of onboarding each with their consent and considering their interests each intern shall be assigned a Supervisor by the Program Director who will provide orientation, guidance, and oversight. The supervisor shall work with the intern to establish a schedule and provide feedback to the intern. Supervisors shall also execute verification documentation as required by the accredited institution.

Safety and Compliance

All intern duties shall be non-hazardous and comply with applicable safety standards and labor laws.

Program Review

This policy is adopted on an interim basis and may be reviewed and modified by the Town Council.

Signing below we hereby certify that this is the most up to date version of said policy.

ATTEST:

Jennifer Anderson, Clerk

Chuck Davis, Mayor

Date: _____