

2013 MTC HS Internship

# **Mentor Orientation**

Program Policies, Guidelines,  
Expectations, and Q&A

# Agenda

1. General Information
  - Purpose of the program
  - Important dates and details (Attachment A)
2. Mentor – Intern Checklist
3. Time Card Process
4. Internship Driving Policy
5. Hourly Work Rules
6. Preventing Sexual Harassment
7. Safety & Emergency Procedures
8. Broadcast Newsletter
9. Intern Forum and Final Project

# General Info: Purpose of the Program

- Promote interest in transportation as a potential career
- Show students how our transportation partners play an overall part in the community, county, and regional transportation operations
- Provide skill-building opportunities during all phases of the program
- Provide assistance to our partners with talented individuals

# General Info: Important Dates and Details

- Attachment A: Program Details and Schedule Requirements
- Internship Program
  - Funded up to 250 hours each
  - MTC's Orientation, Intern Forum, or transportation related tour are paid by MTC on a separate time card and NOT part of 250 hours
  - Interns are employed on an hourly pay basis and subject to hourly work rules (Non-exempt status)
  - Interns are not allowed to drive a vehicle during work hours or for work-related reason (details to follow)
- **Internship Orientation - Wednesday, June 19, 2013 at MTC**
  - 9:00 AM to 2:00 PM
  - Attendance is mandatory for interns and optional for mentors and supervisors
  - RSVP to [InternCoordinator@mtc.ca.gov](mailto:InternCoordinator@mtc.ca.gov)
- **Internship End Date – Friday, August 30, 2013 (10 week period)**
- **Educational Excursion (Bay Bridge Tour) – Tuesday, July 30, 2013**
  - Monday, July 29 (optional date)
- **Intern Forum – Tuesday, August 6, 2013**
  - Final Project – Interns create a 3-5 minute PowerPoint presentation summarizing the skills and knowledge gained and their understanding of how the agency plays an overall part in their community

# Mentor – Intern Checklist

- Attachment: Mentor – Intern Checklist
- Fax or email the completed checklist to BOTH MTC and Career Alliance

Mentor-Intern\_Checklist.pdf - Adobe Reader

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## MTC High School Summer Internship Mentor – Intern Checklist

The following items must be discussed between the work site mentor and the intern.

Fax/Email completed checklist to both MTC Intern Coordinator (510-817-5848/[InternCoordinator@mtc.ca.gov](mailto:InternCoordinator@mtc.ca.gov)) AND Denise Berry at Career Alliance (510-238-1670/[denise@CareerAlliance.net](mailto:denise@CareerAlliance.net))

**Work Expectations:**

- Review of job duties and expectations
- Review of Meal and Rest Periods, Proper Timecard Completion, required forms
- Hours of work: \_\_\_\_\_
- Who to contact at the Agency (name/ph #):  
\_\_\_\_\_  
    ❖ In case of absence  
    ❖ In case of late arrival
- Personal use of computers and office equipment (If policy, provide student copy)
- Off-site work standards
- Dress code
- Parking & transportation (includes MTC's H.S. Internship Driving Policy)
- Other: \_\_\_\_\_

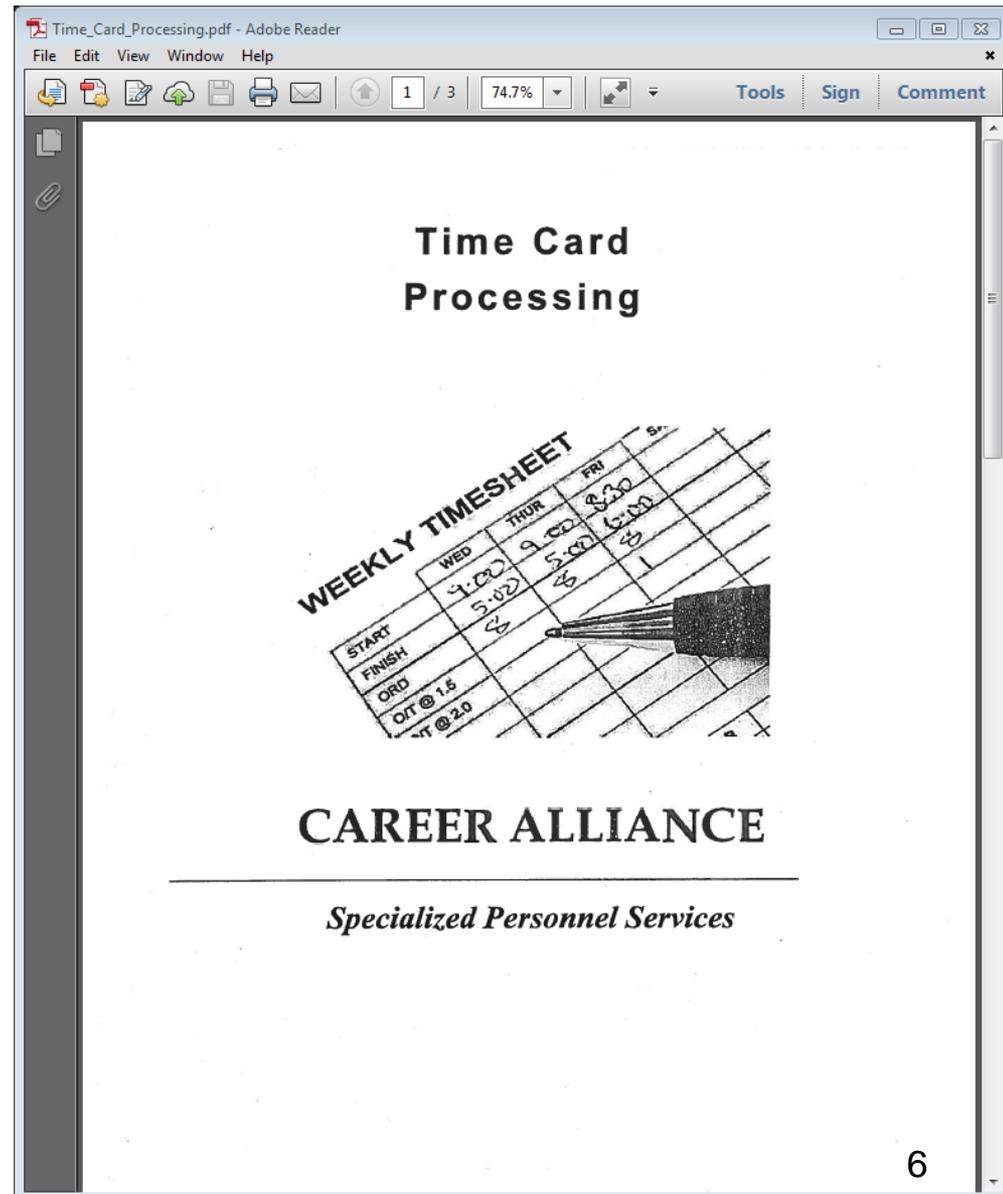
**Safety:**

- Building Emergency procedures and location of First Aid/Fire Extinguishers
- Intern family member/guardian to contact in case of Emergency (name/ph #):  
\_\_\_\_\_
- Who to contact at Agency in case of Emergency or Safety Hazard (name/ph #):  
\_\_\_\_\_  
    ❖ i.e., in case of injury, fire, toxic odors
- Reporting problems while working in the field (if applicable)
- Reporting procedures of Injuries & Illness while on the job  
Supervisor will immediately contact:  
**Career Alliance:** Denise Berry at 510-464-8080 (ofc) 510-410-2696 (cell) AND  
**MTC:** Ann Macaulay at 510-817-5741 OR Michelle Tan 510-817-5807

1 Copy to MTC  
1 Copy to Career Alliance  
1 Copy to Student

# Time Card Process

- Paid every Friday
  - Must be signed off by Mentor or other authorized Agency personnel
  - Fax to Career Alliance before end of business day on Friday
  - If intern is working during a weekend, time cards can be sent on Monday by 12 pm at the latest



# Time Card Processing (Cont.)

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**CAREER ALLIANCE TEMPORARY SERVICES**  
 1300 CLAY STREET, SUITE 350, OAKLAND, CA 94612  
 510-238-0009 • FAX 510-238-1670

DAY	DATE	TIME IN	TIME OUT	LESS LUNCH	TOTAL HOURS
MONDAY					
TUESDAY					
WEDNESDAY					
THURSDAY					
FRIDAY					
SATURDAY					
SUNDAY					

**EMPLOYEE INFORMATION**  
 EMPLOYEE ID: [ ] OFFICE: [ ]  
 EMPLOYEE JOB TITLE: [ ] DEPT: [ ] REPORT TO: [ ]  
 EMPLOYEE PHONE: [ ]  
 SOCIAL SECURITY NUMBER: [ ]  
 EMPLOYEE SIGNATURE: [ ]  
 X  
 CLIENT: [ ] HOURS PER EMPLOYEE FOR DAY: [ ]  
 DO NOT WRITE BELOW THIS LINE - FOR OFFICE USE ONLY

**CLIENT INFORMATION**  
 CLIENT NAME: [ ] ADDRESS: [ ]  
 CLIENT PHONE: [ ]  
 CLIENT ADDRESS: [ ]  
 CLIENT CITY: [ ] STATE: [ ] ZIP: [ ]

**COMPLETED**

**CAREER ALLIANCE TEMPORARY SERVICES**  
 1300 CLAY STREET, SUITE 350, OAKLAND, CA 94612  
 510-238-0009 • FAX 510-238-1670

DAY	DATE	TIME IN	TIME OUT	LESS LUNCH	TOTAL HOURS
MONDAY					
TUESDAY	06/22	10:08	15:05	00:45	8:00
WEDNESDAY	06/23	10:08	00:05	00:00	1:00
THURSDAY	06/24	10:08	30:05	00:30	8:00
FRIDAY	06/25	10:08	00:05	00:00	1:00
SATURDAY					
SUNDAY					

**EMPLOYEE INFORMATION**  
 EMPLOYEE ID: [ ] OFFICE: [ ]  
 EMPLOYEE JOB TITLE: Accounting DEPT: IT REPORT TO: J. Fraizer  
 EMPLOYEE PHONE: [ ]  
 SOCIAL SECURITY NUMBER: Level 4 digits 1911214  
 EMPLOYEE SIGNATURE: Sam Brown  
 X Jill Fraizer  
 CLIENT: Vista Printing HOURS PER EMPLOYEE FOR DAY: [ ]  
 DO NOT WRITE BELOW THIS LINE - FOR OFFICE USE ONLY

**CLIENT INFORMATION**  
 CLIENT NAME: Vista Printing ADDRESS: 1238 Pinehurst Court  
 CLIENT PHONE: [ ]  
 CLIENT ADDRESS: [ ]  
 CLIENT CITY: Oakland STATE: CA ZIP: [ ]

# Internship Driving Policy

- Attachment: [Driving\\_Policy\\_Hourly\\_Work\\_Rules.pdf](#)
- Interns are prohibited from driving (any kind of machinery) for internship
- Interns can be a passenger in a car with a licensed or insured driver
- Interns are allowed to ride bicycles
  - Must wear helmet and given safety guidelines to follow
  - If riding (or walking to a job sight) by themselves, must carry a fully charged cell phone for emergencies such as a flat tire

# Hourly Work Rules

Driving\_Policy\_Hourly\_Work\_Rules.pdf - Adobe Reader  
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BECAUSE THIS IS AN OCCASION WHEN IT IS NOT ADVANTAGEOUS OR CONVENIENT FOR ME TO TAKE AN UNPAID LUNCH BREAK AND I AM WORKING NO MORE THAN A SIX (6) HOUR DAY; I AM REQUESTING THAT THE UNPAID BREAK BE WAIVED ON THE APPROVED DATE ONLY.

BY SIGNING THIS AGREEMENT, THE STUDENT INTERN IS WAIVING THE UNPAID BREAK FOR \_\_\_\_\_  
DATE (cannot be for more than one day)

PRINT HIGH SCHOOL INTERN'S NAME BELOW:

\_\_\_\_\_  
FIRST LAST

\_\_\_\_\_  
STUDENT SIGNATURE DATE

AS THE ABOVE STATED INTERNS SUPERVISOR I ACKNOWLEDGE RECEIPT OF AND AGREE TO THE REQUESTED UNPAID LUNCH BREAK.

\_\_\_\_\_  
PRINT SUPERVISOR'S NAME

\_\_\_\_\_  
SUPERVISOR'S SIGNATURE DATE

- Attachment:  
Driving\_Policy\_Hourly\_Work\_Rules .pdf
- California Labor Code section 512(a)
  - Rest period of not less than 10 minutes for every 4 hours worked
    - ✓ Paid time and not written on the time card
  - Minimum of 30 minutes (lunch) break for a work period of more than 5 hours per day
  - If worked > 5 hours but < 6 hours, Intern may waive the unpaid lunch time by signing the Agreement Form (3<sup>rd</sup> page of PDF). Submit the completed form with weekly timecard.

# Preventing Sexual Harassment

- MTC has a zero tolerance policy / Safe and Comfortable Workplace
- Refer to agency policy or the attached doc: Sexual\_Harrassment\_Policy.pdf
- Contact MTC and Career Alliance if an issue arises

Sexual\_Harassment\_Policy.pdf - Adobe Reader

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## How the Law is Enforced

Employees or job applicants who believe that they have been sexually harassed may, within one year of the harassment, file a complaint of discrimination with the California Department of Fair Employment and Housing.



The Department serves as a neutral fact-finder and attempts to help the parties voluntarily resolve disputes. If the Department finds evidence of sexual harassment and settlement efforts fail, the Department may file a formal accusation against the employer and the harasser. The accusation will lead to either a public hearing before the Fair Employment and Housing Commission or a lawsuit filed on the complainant's behalf by the Department.

If the Commission finds that the harassment occurred, it can order remedies, not to exceed \$150,000 in fines or damages for emotional distress from each employer or harasser charged. In addition, the Commission may order hiring or reinstatement, back pay, promotion and changes in the policies or practices of the involved employer.

**State of California**  
**Department of Fair Employment & Housing**  
2014 T Street, Suite 210  
Sacramento, CA 95814

## Sexual Harassment Is Forbidden By Law

Sexual harassment in employment violates the provisions of the *Fair Employment and Housing Act*, specifically *Government Code sections 12940(a), (j), and (k)*.

### Definition of Sexual Harassment

The *Fair Employment and Housing Act* defines harassment because of sex as including sexual harassment, gender harassment and harassment based on pregnancy, childbirth, or related medical conditions. The Fair Employment and Housing Commission regulations define sexual harassment as unwanted sexual advances or visual, verbal or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes harassment of a person of the same sex as the harasser. The following is a partial list:

- ◊ Unwanted sexual advances
- ◊ Offering employment benefits in exchange for sexual favors
- ◊ Making or threatening reprisals after a negative response to sexual advances
- ◊ Visual conduct, e.g., leering, making sexual gestures, displaying of sexually suggestive objects or pictures, cartoons or posters
- ◊ Verbal conduct, e.g., making or using derogatory comments, epithets, slurs and jokes
- ◊ Verbal sexual advances or propositions
- ◊ Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitations

**For more information, contact the Department toll free at:**  
**(800) 884-1684**

**Sacramento area & out-of-state**  
**(916) 227-0551**

**TTY Number**  
**(800) 700-2320**

**or visit our website at:**  
**www.dfeh.ca.gov**

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# Safety & Emergency Procedures

- Attachment: Facts for Employers – Safer Jobs for Teens.pdf
  - Email or fax completed document only to Career Alliance
- Provide Safety and Emergency Information



# Broadcast Newsletter

- Starting July, a weekly electronic newsletter
  - To Interns and Mentors
  - Reminders and links to an MTC HS Intranet website
- HS Intranet website
  - Features on what's going on at other internships
  - Results from orientation, intern forum and field trips
  - Please add to the feature items by sending pictures, comments about your experience and/or an intern's, and share the accomplishments
  - Provides selected interns and future interns a view of what's to come and about the program

# Intern Forum & Final Project

- Mentors and Interns to attend
- Tuesday, August 6, 2013
  - All day event
  - Held at MTC
- Final presentation
  - Interns to create a 3 to 5 minute PowerPoint presentation
  - Summarize experience gained
  - Understanding of how the agency plays an overall part in the community, county and regional transportation operations
- Certificates will be presented to agencies and interns
- Details to follow as we get closer to the event date

# Questions?

Contact us at:

Ann Macaulay, PHR

HS Internship Program Manager

[amacaulay@mtc.ca.gov](mailto:amacaulay@mtc.ca.gov) / (510) 817 - 5741

Yulee Kim, PHR

HS Internship Program Coordinator

[ykim@mtc.ca.gov](mailto:ykim@mtc.ca.gov) / (510) 817 – 5807