

NYC

Citywide Administrative
Services

Public Service Corps

Intern Handbook



Michael R. Bloomberg
Mayor

Edna Wells Handy
Commissioner



Welcome to the Public Service Corps!

Your Public Service Corps internship is a time for you to learn, grow, and gain work experience while serving your community. We hope that you will take full advantage of all that your internship has to offer, including the opportunity to explore many of the exciting career options available in the public sector. Whether you work in a hospital, school, research laboratory, or government office, you will be making an important contribution to the City of New York as a Public Service Corps intern.

Edna Wells Handy
Commissioner

**Public Service Corps
Placement Counselor** _____

Telephone Number _____

E-mail Address _____

Introduction	1
Background of the Public Service Corps	2
Types of Internships	2
Employment Status of Public Service Corps Interns	3
Important Public Service Corps Telephone Numbers	4
How The Public Service Corps Works	5
Expectations	7
Evaluations	9
Equal Employment Opportunity Policy	9
Drug and Alcohol Use Policy	10
Cancellation	11
Reassignments and/or Transfers	11
Withdrawal	11
Extending an Internship	12
Timecards and Payroll	13
Time and Payment Record	16

We have prepared this handbook to acquaint you with the details of your new intern assignment and the procedures of the Public Service Corps.

New York City faces many challenges. With over eight million people, it must provide a diverse range of services to its citizens. Public Service Corps interns help their communities in a variety of ways such as taking care of young children, caring for those with medical needs, or assisting in the very offices that allow City government to function. In whatever capacity you may be working, it is important to remember that you are making a difference.

PLEASE READ THIS HANDBOOK – It is important that you know the facts, guidelines, and procedures we have outlined for you. Special attention should be given to the section on timecards and payroll procedures to avoid unnecessary delay in payment to you.

During your internship, your supervisor is your first source of information. Public Service Corps staff is also available to help resolve any problems you may have.

We hope that the Public Service Corps staff and this handbook will help to make your internship a satisfying and productive experience.



Background of the Public Service Corps Program

The Public Service Corps, an internship program of the New York City Department of Citywide Administrative Services, provides undergraduate, graduate, and law students with meaningful, career-related internship experience in the public sector. The purpose of the Public Service Corps is to provide you with an interesting internship experience in a public service agency, preferably in your area of academic study. Through this program, you enhance your professional skills as well as provide service to your community.

Types of Internships

The Public Service Corps offers two types of internships to graduate and undergraduate students: Work-Study internships and Academic Credit internships.

- **Work-Study internships**, arranged in conjunction with the school, are available only for those students eligible for a Federal Work-Study Program (FWSP) grant. If you wish to apply for a Work-Study internship with the Public Service Corps, you must first apply for a FWSP grant at your school. If a grant is awarded, you must fill out a Public Service Corps application at the school's financial aid office. The financial aid officer then certifies and forwards the application to the Public Service Corps. You will be placed on a first-come, first-served basis.
- **Academic Credit internships** are available to students seeking work-related experience in their area of study. The program operates year-round, offering a limited number of credit-bearing positions in City government. If you wish to claim credit for the internship, you must have prior approval from your faculty advisor. Public Service Corps staff will assist you

in completing the required paperwork. Participating students are expected to abide by all the regulations covering Public Service Corps interns receiving stipends. The minimum time commitment is 10 hours per week. However, most agencies prefer at least 15-20 hours per week during the academic year.

Employment Status of Public Service Corps Interns

All Public Service Corps interns are employees of the City of New York under the generic title of College Aide. You are paid an hourly rate based on this non-competitive civil service category.

Interns are paid ONLY for the hours actually worked. You are not compensated for lunch hours, sick leaves, or holidays. In addition to completing a Public Service Corps timecard for payroll, all interns must sign in and out at their assignment on an agency approved time record. The record remains on file with the agency as a permanent record and is used to verify the information on the Public Service Corps timecard.

An intern's salary is subject to income tax withholding according to federal, state, and local income tax laws. The withholdings will be based on the intern's W-4 and IT-2104/IT-2104E tax forms, plus other applicable payroll forms. However, Social Security (FICA) and Medicare deductions are mandatory. Interns are covered by Worker's Compensation for an injury that occurs on the job.

In addition, all Public Service Corps interns are eligible to join City pension plans. However, all interns who have joint return incomes over forty thousand dollars (\$40,000), including those who do not in fact join the system, are precluded by the Tax Reform Act of 1986 from making IRA deductions. Any questions regarding this matter should be directed to the DCAS General Counsel at 212-669-8400.

Important Public Service Corps Telephone Numbers

Information	212-669-3684
Marjorie Jelin (Director's Office)	212-669-3255
Kenneth Wong (Administration Unit)	212-669-3641
Linda Adams (Placement Unit)	212-669-3667
Terry Denson (Placement Unit)	212-669-3655
Cherrie Johnson (Placement Unit)	212-669-3659
Rozaliya Rekhler (Placement Unit)	212-669-3657



How The Public Service Corps Works

Prior to referral for placement, your application is reviewed and an interview is scheduled with a placement counselor. At this interview, you review possible assignments and make your own selection for placement based on your needs, interests, and career plans.

The placement counselor will arrange for you to have an interview with an agency coordinator or job site supervisor. The Public Service Corps will give you the following items to bring to the interview:

1. Intern Assignment Form (2 Copies)
2. Supervisor packet
3. Learning contract (for academic credit interns only)

You should arrive promptly for the interview at the appointed time and have in your possession the items listed above. Supervisors have been instructed not to see anyone who does not have them. Some of the questions you may want to ask during the interview are:

- What are the specific responsibilities and job duties? *They should match the description on your Intern Assignment Form.*
- Who will be in charge during your supervisor's absence?
- What are the hours of employment? *You do not have to work evenings or weekends if you choose not to.*
- Who will sign your timecards?
- Will there be job orientation and training?
- Are there expected to be any changes in the assignments during the internship period?

-
- Will there be any regularly scheduled supervisor-intern meetings?

In addition, here are some of the questions you should be prepared to answer:

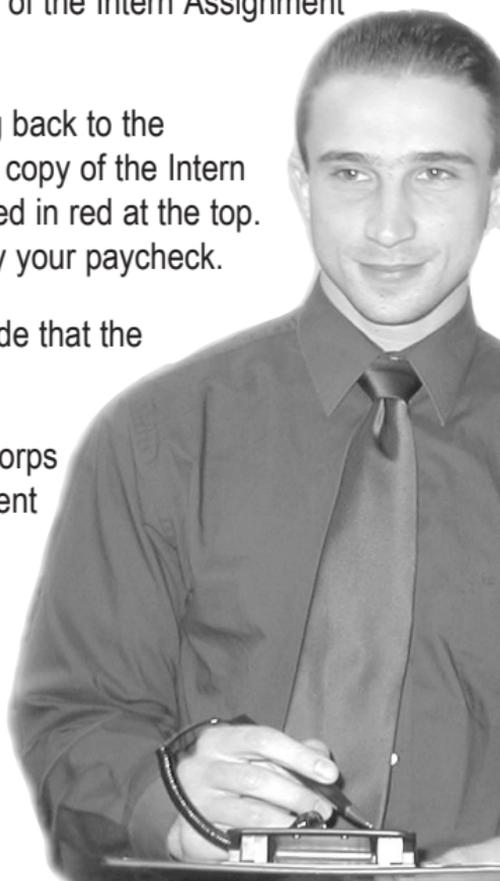
- What kind of work experience do you have?
- What college courses have you taken that may be related to this assignment?
- What skills do you have that may be useful in this internship?

If you and the supervisor accept the placement:

- You sign the Intern Assignment Forms.
- Your supervisor and the designated alternate supervisor also sign the forms.
- You retain a signed copy of the Intern Assignment Form.
- Immediately mail or bring back to the Public Service Corps the copy of the Intern Assignment Form stamped in red at the top. Failure to do so will delay your paycheck.

If you and the supervisor decide that the assignment is not suitable:

- Call the Public Service Corps to schedule an appointment for reassignment.



Expectations of Public Service Corps Interns

At your initial interview with your supervisor and during your internship, you may expect:

- An internship to be available as described on your Intern Assignment Form.
- An accurate presentation of the internship, your duties, and your responsibilities.
- Not to be transferred to another internship or work location without Public Service Corps approval.
- Orientation and training for your particular work.
- An open line of communication with your supervisor for discussion of duties, performance, problems, and other work-related issues.
- Your supervisor to promptly submit your timecards to the Public Service Corps.

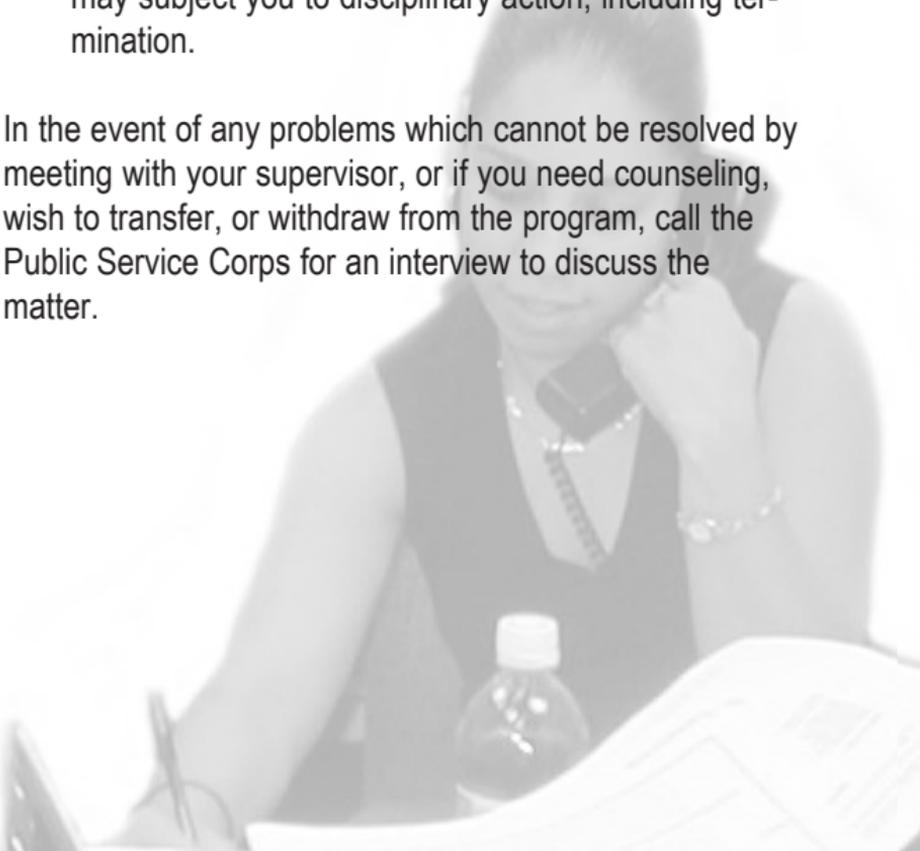
As a Public Service Corps intern, working part- or full-time, you are an employee of the City of New York. You are expected to:

- Arrive promptly at your job site for your scheduled work hours.
- Notify your supervisor whenever you expect to be absent or late.
 - Follow and abide by the rules, regulations, and procedures of your work assignment, unit, and agency, including hours of work and appropriate dress.
- Be familiar with the Public Service Corps payroll

schedule and procedure. Complete your weekly timecard accurately and on time. Be sure that it is reviewed and signed by your supervisor. Failure to comply with this procedure will delay your paychecks.

- Sign in/out on a daily basis.
- Know the amount of your Work-Study award and do not exceed it.
- Know your total grant hours and do not exceed them.
- Know the start and end dates of your assignment and abide by them.
- Check with your school and the Public Service Corps for any changes of work hours during intersession, holiday periods, or end date of your school's program.
- Any improper conduct, action or a failure to follow prescribed rules and regulations of City employment may subject you to disciplinary action, including termination.

In the event of any problems which cannot be resolved by meeting with your supervisor, or if you need counseling, wish to transfer, or withdraw from the program, call the Public Service Corps for an interview to discuss the matter.



Evaluations

The Public Service Corps placement staff conducts selected site visits. Supervisors and interns are interviewed to insure that the internship meets the needs of the intern and the agency. Our staff can also assist in clarifying Public Service Corps procedures and make recommendations for improving the assignment, if necessary.

All supervisors of Public Service Corps interns must complete an intern evaluation form. This form is filed in the intern's folder as a reference for future assignments, reports, or responses to inquiries.

Equal Employment Opportunity Policy

The City's EEO Policy was created to provide equal opportunity for all employees and applicants for employment by ensuring that all workplaces in City agencies are free of illegal discrimination, including harassment, based on race, color, national origin, religion, gender (including "gender identity — which refers to the person's actual or perceived sex, and includes self-image, appearance, behavior or expression, whether or not different from that traditionally associated with legal sex assigned to the person at birth), age, disability, alienage or citizenship status, marital status, prior record of arrest or conviction, genetic predisposition (having something in your genes which increases the risk of you having a disease or disability), carrier status (having something in your genes which increases the risk of your children having a disease, even though you do not have it yourself), sexual orientation, military status, or being a victim of domestic violence, sex offenses or stalking.

Public Service Corps Policy – Drug and Alcohol Use

As a student participating in the Public Service Corps you are expected to conduct yourself as would any employee of the City of New York.

With respect to drug and alcohol use, you are specifically advised of Section VI (26) and Section VI (28) of the DCAS Code of Conduct, which read, in part, as follows:

- (26) No employee shall use, be under the influence of or possess a controlled substance during working hours, except for one prescribed by a licensed practitioner.
- (28) No employee shall consume or possess alcoholic beverages during working hours except at an official Department function, which has the approval of the Commissioner or his/her designee. No employee shall be intoxicated during working hours, on Department premises or in Department vehicles.

Any student who fails to adhere to these rules, as well as other standards of conduct, will be removed from his or her Public Service Corps assignment and will not be reassigned.

Additionally, students who seek internship placements at City hospitals, as well as at select day care and after-school centers, are required by those facilities to submit to a urine test for drug screening purposes. Students who test positive for drugs will not be permitted to work and will not be reassigned by the Public Service Corps to any other site.

Cancellation

If you have decided not to accept a Public Service Corps internship, you must immediately notify your school and the Public Service Corps of your decision.

Reassignments and/or Transfers

You or your supervisor may request a reassignment or transfer. Please call your Public Service Corps placement counselor to discuss the matter.

Withdrawal

If you have been working and for any reason decide to leave your assignment before your grant expires, you must immediately notify your supervisor and the Public Service Corps of your decision.



Carrying Over/Extending an Internship

A student is never automatically carried over from the summer program into the academic year program, or vice versa. You must reapply. If you wish to continue your current assignment or seek another assignment for the next program:

- See the financial aid officer or FWSP coordinator at your school.
- If eligible for a FWSP grant, complete the Public Service Corps application. You will fill out different parts of the application depending on your situation.
- If seeking a specific assignment, fill out the “Special Request” section of the application.
- If you have worked in the summer program and wish to continue in the academic year program, complete a “Supplementary Application” at your school.

When the Public Service Corps receives your certified application, a placement counselor will contact you about an assignment and the completion of required forms. Do not automatically return to work unless you have received a new Intern Assignment Form from the Public Service Corps.

Timecards and Payroll

The Public Service Corps timecard is a multi-part form. It must be completed correctly and accurately to reflect the actual days and hours worked. All timecards are subject to audit by the City, the federal government, the Public Service Corps, or your school.

Please note the following:

- You will be entered into the payroll system only when the Public Service Corps has received 1) the signed copies of your Intern Assignment Form; 2) a copy of your Social Security card; and 3) other documentation required for employment.
- You are responsible for keeping a record of earnings and hours in order not to exceed your Work-Study grant. We suggest that you save your pay stubs to maintain a record of your total earnings. Please use the table on page 16 to keep track of the total amount you have received. Be sure that you do not exceed the grant specified by your school.
- Timecards are distributed by the Public Service Corps to agency coordinators and supervisors.
- Instructions for completing the timecard are printed on the back of each timecard. The instructions must be strictly adhered to.
- The timecard is not to be used as a daily sign-in or sign-out sheet.
- Timecards must be typed or filled out with a ballpoint pen.

-
- Draw a line through all days you did not work, including Saturdays, Sundays, and holidays.
 - Do not include parts of two payroll periods on one timecard. The dates on your timecard must correspond to the Public Service Corps payroll schedule.
 - It is mandatory that you take at least a 30-minute break if you work more than six consecutive hours.
 - Make sure that the timecard contains all required information.
 - Report work hours only in units of one-half or full-hour increments.
 - An approved supervisor signature must appear on each timecard submitted.
 - Timecards containing unauthorized, misleading, or incorrect information will subject you to disciplinary action and may include dismissal from employment.
 - Late or incorrectly completed timecards will result in a delay in payment.
 - Timecards must be mailed or hand delivered in the pre-printed envelopes provided. Timecards received in other types of envelopes will not be processed and will be returned to the supervisor.
 - Depending on school policy, checks will be mailed either to you or your school during the summer. During the academic year, checks are mailed to the school for disbursement. In addition, some schools allow pay checks to be deposited directly into the student's bank account through the NYC Direct Deposit Program. Please ask your Public Service Corps placement counselor for details.

-
- *Please be advised that if you receive a Work-Study grant increase and/or an extension to your current internship assignment from your school, you must clear this with your Public Service Corps placement counselor. Your placement counselor will make sure that your agency can continue to contribute its share beyond your original terms of your internship. If the agency cannot fund its share of your increase and you continue to work, you will not be paid. It is therefore imperative that you immediately contact your placement counselor if your school authorizes an increase in your grant.*



NOTES

REV. 011311



Michael R. Bloomberg
Mayor

Edna Wells Handy
Commissioner

