

# Intern Handbook



**HACU**

H I S P A N I C  
A S S O C I A T I O N  
O F C O L L E G E S &  
U N I V E R S I T I E S

## **HACU National Internship Program**

*“Opening Doors of Opportunity, Abriendo Puertas de Oportunidad”*

**Spring 2024**

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# Checklist of things to do...

- ☐ Contact your supervisor prior to arriving at the HNIP Intern Orientation. Keep in mind not all HNIP interns have access to contact their supervisor/team lead. Items to discuss include:
  - Work hours
  - Work environment and attire
  - Directions to your work location on public transit
  - What to do upon arrival on your first day of work
- ☐ Check your e-mail often, especially in the few weeks prior to your arrival. If you are not getting e-mails, contact HNIP staff.
- ☐ For orientation, bring original forms of identification for HACU staff to complete the employer section of the I-9 Employment Eligibility and Verification Form on Paylocity. Refer to table item D (Intern Handbook Section XI on Tax and Employment Requirements) for examples of acceptable forms of identification. If you do not have these documents available, please contact the HNIP staff. You will not be able to participate in the program without completing the I-9 Form. See section XI, D if you are not attending orientation.
- ☐ Review the tax section (in Section XI) of this handbook thoroughly. You will be required to complete and submit federal and state tax forms through Paylocity, our payroll administrator for Orientation. Please note that HACU is unable to give tax advice. Consult with your parents or a tax advisor on completing the forms. Also, you will not be able to begin your internship unless the documents are completed.
- ☐ Make sure that you have extra money with you for the first couple of weeks of the program. The first payday is not until the end of the third week of the program.
  
- ☐ Download and read the entire Intern Handbook before Orientation. You will have to acknowledge by signing off that you have read the handbook.

Please contact the HNIP offices via email at [hnip@hacu.net](mailto:hnip@hacu.net) or (202) 467-0893 for further questions.

## Table of Contents

<b>I. INTRODUCTION .....</b>	<b>6</b>
A. What is HACU?.....	6
B. HACU’s Mission .....	6
C. What is the HACU National Internship Program (HNIP)? .....	6
D. Why are Federal Agencies and Corporations Involved? .....	7
<b>II. THE HNIP PROGRAM.....</b>	<b>7</b>
A. Recruitment.....	7
B. Selection & Placement.....	7
C. Internship Locations .....	7
D. Compensation .....	8
E. Dress Code Policy.....	8
F. Performance and Program Evaluation .....	9
G. Emergency &ACA Required Health Insurance.....	9
H. Medical Care.....	10
I. Employee Assistance Program .....	11
J. Time, Attendance and Leave Policy .....	11
K. Timecards .....	16
L. Unemployment Benefits .....	16
M. Workers’ Compensation Insurance.....	16
N. 403(b) Retirement Benefits.....	16
O. Commuting and Getting Around the Area.....	16
P. Business-Related Travel or Conferences .....	17
Q. Conflict Resolution.....	18
R. Dismissal from Program .....	18
S. Resignation from the Program.....	19
T. Extending the Internship Assignment.....	20
<b>III. HACU’S ANTI-DISCRIMINATION/ANTI-HARASSMENT POLICIES .....</b>	<b>20</b>
A. Introduction to HACU Policies .....	20
B. Equal Employment Opportunities (EEO) Practices.....	21
C. HACU Does Not Tolerate Any Harassment, Discrimination, or Retaliation .....	22
D. How to Report Violations of Harassment, Discrimination, Retaliation, & Inappropriate Behavior .....	23

E. No Retaliation .....	25
F. Preventing Harassment, Retaliation, and Discrimination is Everyone’s Responsibility .....	25
<b>IV. DRUG-FREE WORK ENVIRONMENT POLICY .....</b>	<b>25</b>
<b>V. POLICY ON TECHNOLOGY USAGE.....</b>	<b>26</b>
<b>VI. HNIP FOR ACADEMIC CREDIT .....</b>	<b>26</b>
A. Obtaining Academic Credit .....	27
B. Academic Components .....	27
C. Getting the Process Started .....	28
<b>VII. THE HNIP PROGRAM.....</b>	<b>29</b>
A. Intern Activities .....	29
<b>VIII. INTERNSHIP AGREEMENT .....</b>	<b>29</b>
<b>IX. INTERN HOUSING .....</b>	<b>30</b>
A. Housing Options .....	30
B. HACU-Arranged Housing .....	30
C. Making Your Own Housing Arrangements .....	33
<b>X. INTERN TRAVEL.....</b>	<b>34</b>
A. HACU-Arranged Travel .....	34
B. Making Your Own Travel Arrangements .....	35
C. Travel Reimbursement.....	35
D. Arrival for Orientation .....	36
<b>XI. TAX AND EMPLOYMENT REQUIREMENTS .....</b>	<b>37</b>
A. Federal Withholding Tax – Form W-4 .....	38
B. State Income Tax .....	38
C. Taxes for Residents of Puerto Rico .....	38
D. I-9 Employment Eligibility and Verification Form .....	38
<b>XII. HNIP FORMS .....</b>	<b>39</b>
<b>XIII. EXPECTATIONS.....</b>	<b>40</b>
A. What Interns Can Expect .....	40
B. What HNIP Expects of Interns .....	41
C. What Federal Agencies Expect from Interns .....	41
<b>XIV. ADMINISTRATIVE INFORMATION.....</b>	<b>42</b>
A. Personal Finances .....	42
B. Budget Example .....	42

C. Safety Guidelines.....	43
D. What to Pack.....	44
<b>XV. COMMUNICATION ACTION PLAN .....</b>	<b>44</b>
A. Action Plan During Office Hours .....	44
B. Action Plan Outside of Regular Business Hours .....	45
C. Interns in HACU-Arranged Housing .....	45
D. Interns Who Made Their Own Housing Arrangements .....	45
<b>XVI. CONCLUSION .....</b>	<b>46</b>
A. Keeping in Touch.....	46
B. Networking .....	46
C. Getting the Most from Your Internship .....	46
D. Advice from Former Interns .....	46

## I. INTRODUCTION

### A. What is HACU?

Founded in 1986, the **Hispanic Association of Colleges and Universities (HACU)** is a national non-profit organization representing Hispanic-Serving Institutions (HSIs). These are not-for-profit institutions of higher learning with a full-time equivalent (FTE) undergraduate student enrollment that is at least 25 percent Hispanic.

#### **Equal Opportunity Employer**

The Hispanic Association of Colleges and Universities (HACU) believes that equal opportunity for all employees and applicants is important for the continuing success of our organization. As an equal opportunity employer, HACU is committed to a policy that provides equal employment opportunities to all employees and applicants for employment without regard to race, color, sex, religion, national origin, ancestry, age, marital status, pregnancy, medical condition including genetic characteristics, physical or mental disability, veteran status, gender identification and expression, sexual orientation, and to make all employment decisions so as to further this principle of equal employment opportunity. HACU will not discriminate against any employee or applicant for employment because of race, color, sex, religion, national origin, ancestry, age, marital status, pregnancy, medical condition including genetic characteristics, physical or mental disability, veteran status, gender identification and expression, sexual orientation, and will take affirmative action to ensure that applicants are offered employment and employees are treated during employment without regard to these characteristics. For more information regarding Equal Employment Opportunity, click [here](#).

### B. HACU's Mission

HACU is dedicated to bringing together colleges and universities, corporations, governmental agencies, and individuals to establish partnerships that:

- Promote the development of Hispanic-Serving Institutions
- Improve access to and the quality of post-secondary educational opportunities for Hispanic students.
- Meet the needs of business, industry and government through the development and sharing of resources, information, and expertise.

### C. What is the HACU National Internship Program (HNIP)

HNIP works with federal agencies and corporations to recruit well-qualified and motivated students. Students who are selected for the program are undergraduate and graduate students with a minimum 2.0 GPA who are active in community and campus activities.

HNIP began in 1992 with 24 students working at one agency in Washington, D.C. Over the past 26 years, the program has grown to be the largest Hispanic internship program in the nation. HNIP has placed over 11,000 students with numerous agencies and corporations in Washington, D.C. and throughout the country. Furthermore, many HNIP alumni have benefited from receiving permanent positions as a direct result of their internship experience.

The objectives of HNIP are to:

- Provide students with a professional experience that will enable them to make more educated career choices
- Expose students to research, development, technology, and administrative career opportunities in the public and private sector
- Supplement academic study with practical applications for students majoring in related fields and disciplines
- Extend and strengthen the relationship between government agencies/bureaus, HSIs and other institutions with significant Hispanic enrollment
- Encourage students to explore and possibly pursue careers in the federal government
- Expose interns to information about corporations and federal government's outreach efforts that assist, train, and prepare Hispanic students to enter the workforce

#### **D. Why are Federal Agencies Involved?**

Sponsoring agencies and corporations hope to increase diversity in their workforce by providing internship opportunities to high-achieving students of diverse backgrounds. This effort creates a pipeline of future employees who have had positive, meaningful work experience with the federal government and corporations, and who might consider these entities as a future career option.

## **II. THE HNIP PROGRAM**

### **A. Recruitment**

HNIP publicizes the internship program nationally and recruits primarily from its member institutions, which includes over 570 Hispanic-Serving Institutions and other institutions committed to Hispanic higher education success. Special effort is made to seek applicants with high-demand majors to meet the needs of our sponsoring federal agencies and corporations.

### **B. Selection & Placement**

For each internship session, HNIP conducts a recruitment campaign and receives applications from across the country. Federal agencies and corporations determine the number of interns needed, and then forward the internship requests and position description to HNIP. HNIP staff matches the position description with the background and work experience of the applicants and sends the best-qualified applications to the supervisor.

Once a supervisor reviews the applications and notifies HNIP of the selected applicant, HNIP staff offers the position to the student. Currently, the intern is given available information about the position, transportation, and housing. In addition, interns are given the supervisor's name and contact information.

All positions are "at-will," which means that employment may be terminated by the intern, the hosting entity, or by HNIP at any time, with or without notice and with or without cause.

### **C. Internship Locations**

Interns are placed with federal agencies in the Washington, D.C. metropolitan area or regional field sites throughout the United States. Some federal agencies allow virtual internships.

#### **D. Compensation**

**Student class level, as indicated on the enrollment certification form that is submitted at the time of application, determines the internship pay rate.**

Interns are paid on a bi-weekly basis. Funds are directly deposited to the bank account entered by the intern during Onboarding in Paylocity. Instructions and login information to Paylocity will be e-mailed to you before orientation. You will need to enter the routing and account numbers. Contact your financial institution if you need help identifying those numbers.

**Interns are not allowed to work Saturdays and Sundays unless approved in advance by HACU.**

**The bi-weekly salary is sufficient to cover living costs while in the program.** Please refer to the Budget Example on page 36 for a general breakdown of your expected income and expenses. The pay rate for students in a cooperative internship (Co-op) will vary and is set by the participating agency.

The intern's regular workweek will consist of **40 hours per week. Overtime hours**—any number of hours worked above 40 hours during a week—**are not funded by your federal government agency sponsor.** If your supervisor and sponsoring agency wish to add additional hours to your 40-hour work week, funding must first be approved by the sponsoring federal government agency and HNIP staff must receive a modified/agreement contract before proceeding. Compensation levels for the current session are as follows:

Undergraduate Students	\$17.20/hour
Graduate Students	\$18.75/hour

#### **E. Dress Code Policy**

HNIP interns often have contact with the public and therefore represent the program and their employer in their appearance and actions. Interns who are professionally dressed help create favorable images of the program and of their employer. Accordingly, the personal appearance of interns will be subject to the following standards while working on-site or remotely:

1. Interns are expected to dress in a tasteful, professional manner that is normally

accepted and appropriate in business establishments. For example, jeans, shorts, tank tops, short dresses or skirts, shower thong type footwear, or items of casual attire are not appropriate as they do not represent a businesslike appearance. (This list is not all-inclusive).



Interns are expected to follow the dress code policy and guidelines of their respective places of employment. If you are working in a laboratory or any other safety-sensitive location, make sure you wear the required protective gear.

Suitable work clothes for Field Interns will depend upon the nature of your assignment. Some Field Interns may be working outdoors and as such, may need to bring work boots or protective clothing.

**Keep in mind that you might attend conferences, career fairs or receptions; therefore, you should bring at least one business suit or formal attire. Be sure to contact your supervisor regarding the dress code.**

#### **F. Performance and Program Evaluation**

At the midpoint of the program, your internship supervisor will complete a Mid-Term Performance Evaluation. At the end of the program, your internship supervisor will complete a Final Performance Evaluation. In addition, interns and supervisors are requested to evaluate HNIP in a Final Program Evaluation. The timely completion of these evaluations is imperative to remain in good standing with the program. Neglecting to submit these evaluations could negatively impact the option to extend an internship.

#### **G. Emergency Insurance & Affordable Care Act Required Health Insurance**

HACU provides **accident insurance** for interns during the program provided that the accident occurs during a sponsored and supervised internship-related activity, e.g. orientation, farewell, tours, etc. This insurance policy covers emergency hospital visits related to an accident, not regular doctor appointments, and carries a \$100 deductible.

Please note that the intern must pay for all emergency hospital visits **upfront**. The insurance company will have final authority to determine if a claim will be covered. To file a claim, complete and sign the *Claim Form* that is available through MyHNIP intern portal. Medical bills should be attached to the claim for review and reimbursement of incurred expenses. HACU staff will need to sign the form. Individuals will need to submit the completed form with the itemized receipts for medical care directly to AIG at:

National Union Fire Insurance Co of Pittsburg, PA  
AIG Domestic Claims, Inc.  
A&H Claims Department  
P.O. Box 25987  
Shawnee Mission, KS 66285  
(800) 551-0824  
Facsimile (866) 893-8574

**NOTE: Keep copies of the claim form and receipts for your records**

In case of life-threatening emergencies, interns need to call 911, not the HNIP office. In non-life-threatening cases, the intern is responsible for contacting HNIP, parents, supervisor, etc. HNIP staff will then notify the Agency Liaison. HNIP will not contact

parents or anyone else unless requested to do so by the intern or if the intern is incapacitated. In case of a less serious illness, HNIP staff will request that the intern contact their family doctor for a referral. HNIP does not give out doctor referrals. **NOTE: If you feel that this insurance will not meet your needs, please make the proper arrangements for medical coverage before the start of the internship.**

#### **Affordable Care Act Required Insurance**

The Affordable Care Act (ACA), officially called The Patient Protection and Affordable Care Act (PPACA) and sometimes called ObamaCare, is a law that reforms both the healthcare and health insurance industries in America. The law aims to increase the quality, availability, and affordability of private and public health insurance to over 44 million uninsured Americans through its many provisions, which include new regulations, taxes, mandates, and subsidies. One of the provisions of the ACA is that businesses must insure all full-time equivalent (FTE) workers.

If an intern (working at least 30 hours per week) receives an extension to their initial assignment or receives a second assignment, that intern becomes categorized as a full-time equivalent (FTE) employee and is thus eligible for health insurance benefits provided through HACU. A one-month training period and 90-day waiting period will go into effect at that time. After the completion of the training period and 90-day waiting period, the intern will be eligible for health insurance through HACU. HNIP closely monitors intern eligibility and once an intern becomes eligible for health insurance through HACU, that intern will receive proper notification of the open enrollment period. The intern will receive an appropriate amount of time to elect or waive the health insurance provided. The intern is not obligated to elect health insurance through HACU.

HACU currently offers two different types of health insurance to employees through BCBS Texas. One plan is a Traditional PPO Plan, and the other is a Health Savings Account (HSA) Plan. Enrollment is done online through a web portal called Employee Navigator. Interns will receive instructions to the site and login information at the time of eligibility. Health insurance is available to any eligible intern and their legal dependents (spouse/child/children). Health Insurance premiums vary, and any premium will be deducted from an intern's payroll on a biweekly basis.

Interns who elect a health plan and later leave employment will be eligible for COBRA coverage. **COBRA** stands for **Consolidated Omnibus Budget Reconciliation Act**. This is the federal law that provides workers with the right to continue coverage in a group health plan after separation of employment. COBRA administration is conducted by Proficient Benefit Solutions. Upon separation of employment, interns will receive proper notification from Proficient of their rights to COBRA coverage.

## **H. Medical Care**

If you are currently under a physician's care or have any chronic medical issues, you are responsible for deciding for your continued care before the start of the internship program.

- I. Employee Assistance Program:** As a part of your benefits as a HACU employee, you have access to a hotline if you need help with personal problems, financial and legal difficulties, childcare, elder care, and many other issues. The EAP provides professional services to help employees address a variety of personal, family, life, and work-related issues. From everyday stress to relationship issues at work or home, the EAP provides support for overall health, well- and life management. EAP benefits are available to all covered employees and family members, regardless of location.

Carrier Guardian

Group Number 00581122

Phone Number 1-800-386-7055

Website: [ibhworklife.com](http://ibhworklife.com)

User ID: Matters

Password: wlm70101

Your Cost per Paycheck This plan is paid 100% by your employer.

**J. Time, Attendance, and Leave Policy**

Because the federal agencies have a contract or grant agreement with HACU to provide your employment, **HACU is your formal employer**. HACU administers your pay and handles the administration of the internship program. (Exception: For students who are selected as Co-op interns, you will be paid by their agency and are considered employees of their agency.)

Both HACU and the sponsoring agency expect you to work a total of 15 weeks during the fall and spring semesters and 10 weeks during the summer session. Offices are often unwilling or unable to arrange for time off or early program completion. Interns who have committed to the program by signing the Internship Agreement are expected to fulfill the agreement and complete the entire duration of the internship. Please note that there are penalties for early termination. Refer to Section R, Dismissal from Program for more information on penalties.

**Overtime**

The intern's regular workweek will consist of **no more than 40 hours per week**. **Overtime hours**—any number of hours worked above 40 hours during a week—**are not funded by your federal government agency sponsor**. If your supervisor and sponsoring agency wish to add additional hours to your 40-hour work week, funding must first be approved by the sponsoring federal government agency and HACU must receive a modified contract/agreement before proceeding.

If the intern plans to work on a part-time basis, HACU requires that the intern and supervisor agree **before the internship begins** on the number of hours per week the intern will work. This needs to be submitted to HACU in writing.

### **Work Schedule**

For payroll purposes and to help ensure interns are paid promptly, **interns must work the same number of hours every week (i.e., either 40 hours or the number of hours agreed to before the internship begins).**

Interns may **NOT** work a flex schedule if their office has such a program. Flex schedules generally allow a permanent federal employee to work more than 40 hours one week and less than 40 hours the following week, not to exceed 80 hours for the pay period. Because interns are paid on an hourly basis, they are only allowed to work up to and no more than 40 hours per week. Any hours worked above 40 hours in any one week will be considered overtime and overtime pay is not funded in the contract between HACU and the sponsoring federal government agency.

Except for interns working in California, supervisors may, however, allow the 40 hours to be worked in whatever daily distribution he or she sees fit within the work week. For example, supervisors may permit four 10-hour shifts to be worked each week, four 9-hour shifts, and one 4-hour shift, or the standard of five 8-hour shifts. Interns working in California may not exceed 8 hours of work per day.

### **Rest and Meal Breaks**

HNIP strives to provide a safe and healthy work environment and complies with all federal and state regulations regarding rest and meal periods. The workday ends after 8 hours of work and one hour for lunch. Any deviation from this must comply with your respective state laws regarding rest and lunch breaks. Go to **Appendix A** for each state's meal and rest period law. Please check with your supervisor regarding procedures and schedules for rest and meal breaks. HNIP requests that employees accurately observe and record meals and rest periods. If you know in advance that you may not be able to take your scheduled break or meal period, please let your supervisor know; in addition, notify your supervisor if you were unable to or prohibited from taking a rest or meal period at the soonest opportunity. Non-exempt, full-time interns must set a regular time and attendance schedule of 40 hours or more per week, as the job requires. Long term changes in your weekly time and attendance schedule must be approved by your supervisor and communicated to HNIP.

### **Paid Sick Leave Policy (Executive Order 13706) – see Appendix B**

Executive Order 13706 requires paid sick leave be made available for all covered federal contract interns, whose contracts begin on or after January 1, 2017. Interns covered by these paid sick leave requirements are those performing work on or in connection with covered contracts and whose wages under those covered contracts are governed by DBA, SCA, or FLSA, including employees who qualify for an exemption from the Federal Labor Standards Act (FLSA) minimum wage and overtime provisions. Currently, all of HACU's federal government contracts adhere to FLSA; therefore, all HACU interns working under

a contract is eligible for paid leave. Interns currently working with the Library of Congress are exceptions to the executive order policy but are subject to state or local regulations regarding paid sick leave.

#### Accrual of Paid Sick Leave

- Covered Interns will accrue one hour of paid sick leave for every 30 hours worked on or in connection with a covered contract. Accrual will occur on a biweekly basis. Hours worked include all time for which an employee is or should be paid. For instance, hours worked are the time an employee spends working or in paid time off status, including time when the employee is using paid sick leave provided by HNIP.
- Accrual will begin at time of hire and interns are immediately eligible to begin using accrued paid sick leave.
- An intern's annual paid sick leave accrual is limited to 56 hours and interns are prohibited from having more than 56 hours of paid sick leave available for use at any given time.
- Covered Interns are allowed to carry over up to 56 hours of unused, accrued paid sick leave from one accrual year to the next.
- Interns will have access to their paid sick leave accrual balances, check stubs, W2s etc. through the online payroll system used by HACU.

#### Permitted Uses

An intern may use paid sick leave for time he or she would otherwise be working on or in connection with a covered contract if he or she is absent because of any of the following:

- The intern's or a family member's physical or mental illness, injury, or medical condition. A family member is an intern's child, parent, spouse, domestic partner, or any individual related by blood or affinity whose close association with the employee is equivalent to a family relationship.
- The intern or family member obtaining diagnosis, care, or preventative care from a health care provider.
- The intern or family member is a victim of domestic violence, sexual assault, or stalking, if the time absent from work is for any of the aforementioned purposes or to obtain additional counseling, seek relocation, seek assistance from a victim services organization, take related legal action, including preparation for or participation in any related civil or criminal legal proceeding, or assist a family member.

#### Limits on Use and Incremental Use

- Paid sick leave is limited by the amount of leave the intern has accrued. Any leave to the extent of accrual would be categorized as leave without pay.
- Interns are required to use paid sick leave in increments of one-half hour. For example, if an intern needs to be 20 minutes late for work because of a doctor's appointment, the intern would be required to use a half hour of accrued leave time (and the intern would not perform work at any point during this one-half hour period).

### Termination/Reinstatement

- Upon separation of employment, HNIP will not make a financial payment to interns for his or her unused, accrued paid sick leave.
- Paid sick leave accrual balance will be reinstated for employees rehired by the same contractor or a successor contractor within 12 months after job separation. The reinstatement amount maximum is 56 hours.

### Requesting leave

- Interns must request leave at least seven calendar days in advance if the need to use paid sick leave is foreseeable. Notice must be provided as soon as practicable if the need to use paid sick leave is unforeseeable.
- Interns may request paid sick leave by any verbal or written/electronic method, including in person, by phone, via email, or with a note reasonably calculated to provide timely notice of the employee's intent to take leave.
- The leave request does not need to contain extensive or detailed information about the reason for leave.
- The onsite supervisor and HACU staff will respond to an intern's request to use paid sick leave as soon as is practicable.
- HNIP is permitted to deny an intern's request to use paid leave if an intern has not complied with the notice requirements or if the request is not a permitted use. If the leave is denied, the time will be submitted as leave without pay.

### To request leave, please follow the steps below:

1. Determine whether you have accrued leave available by visiting your Paylocity account.
2. Notify your onsite supervisor of your request for leave. When requesting foreseeable leave, please be mindful of work volumes. If your leave has a fixed day and time, submit it. If you have flexibility, please request leave on a day and time that works best for you and your office. For leave lasting three or more consecutive, full workdays, see Certifications/Documentations below.
3. Once your onsite supervisor approves, please notify HNIP's Finance Coordinator, Ms. Anna Gonzaba at [anna.gonzaba@hacu.net](mailto:anna.gonzaba@hacu.net) direct phone (210) 576-3232 She will review the request and approve or deny.
4. Once the request is fully approved, interns should note leave requests on their online timesheet. You will select Paid Leave in the dropdown next to your approved time. As an hourly employee, it is your responsibility to enter your timesheet accurately and to input any approved paid leave. Your supervisor will then approve all hours for the pay period and our payroll manager will confirm his/her submission. Note: that any leave requests that are in excess of the amount of leave that you have accrued and available will be removed.

### Certification/Documentation

- If an intern is absent for three or more consecutive, full workdays, a certification from a healthcare provider, or other documentation is required to verify the need for paid sick leave. This would be directly submitted to HNIP's Finance Coordinator, Ms. Anna Gonzaba at anna.gonzaba@hacu.net direct phone (210) 576-3232, for proper approval and filing.
- Certification/Documentation will be required within 30 days of the date leave begins. Interns will be notified of any denial of his/her request to use paid sick leave based on certification/documentation within 10 calendar days of receipt (or 10 calendar days from the deadline where an intern fails to provide the certification/documentation). If the request is denied, the leave will be categorized as leave without pay, and any payroll adjustments will be made at that time.
- Certification issued by a health care provider is any type of written document created or signed by a health care provider (or by a representative of the health care provider). Documentation related to domestic violence, sexual assault, or stalking may come from any person involved in providing the intern care. The certification is **not** required to provide any of the following details:
  - Name of the perpetrator
  - Nature of the acts that constitute domestic violence
  - Addresses of the old or new homes
  - Any details beyond those are sufficient to make clear that the time was used for a purpose that justifies the use of paid sick leave.

### **Military Leave**

HACU is not required to pay interns who are on military leave. Leave for uniformed services related activities is provided in accordance with the requirements, conditions, and limitations of any federal, state, or local law that is applicable.

### **Jury Duty and Subpoenaed Leave**

Interns called to serve on jury duty or subpoenaed should notify HNIP staff and direct supervisor immediately. A copy of the jury summons must be submitted prior to the absence. Because interns are not allowed to work more than 40 hours in a given week, supervisors have two options in regards to missed hours that are not applicable to any state or local law (a) request the intern to make up the lost time within the same week of the absence or (b) intern does not make up the time and will not be paid for the time off.

### **Office Closings and Early Dismissals**

The HACU National Internship Program's Policy on Office Closings and Early Dismissals is as follows:

#### **1. Federal Government Closes**

If the federal government closes, students will not be required to appear to work for that day and will be paid for the number of hours they would have normally worked on that day.

#### **2. Delayed Arrivals/Early Dismissals/Special Events**

In the event the federal government implements a DELAYED ARRIVAL or EARLY DISMISSAL policy, students will be paid for the time the government excuses its employees. Please remember to always check the Office of Personnel Management, [www.opm.gov](http://www.opm.gov), website and your supervisor when any of the above federal policies are in effect for your office.

#### **K. Timecards**

Timecards must be submitted online bi-weekly. You can access your timecard on your HNIP account under the link “timecard”. Once you submit your timecard online, your supervisor will then login to his or her HNIP account and either approve or deny the timecard. You can find detailed instructions on timecards on *MyHNIP* portal in your HNIP account.

Due dates for timecards are indicated on your *MyHNIP* portal in your HNIP account. **If we do not receive your timecard by the deadline, we will not be able to release your pay on time.**

#### **L. Unemployment Benefits**

This is a temporary/seasonal internship assignment and as such should not qualify participants for unemployment benefits. However, interns should check with their state for eligibility criteria.

#### **M. Worker’s Compensation Insurance**

HACU interns are insured against job-related injuries through the Association's Worker's Compensation policy. HACU reserves the right to modify or terminate such coverage. The intern must notify the HNIP Staff within 24 hours of the accident. The intern and a representative from the HNIP office will complete a first report of injury, sign it and turn it in to the insurance carrier. All interns are encouraged to immediately report any on-the-job injury.

#### **N. HACU 403(b) Retirement Plan**

Anyone in the intern program, regardless of whether or not they are categorized as a “graduate” and no longer a “student” and continues to intern through HNIP are ineligible for the HACU 403(b) retirement program. If and when you leave the intern program and are hired as a regular employee of HACU, you will then become eligible for the plan and will be given a Summary Plan Description (SPD) booklet that outlines the rules and benefits applicable to that plan through Empower Retirement Services.

#### **O. Commuting and Getting Around the Area**

Washington, D.C. and most other urban areas have efficient and relatively inexpensive systems of public transportation. For D.C. interns, the current base fare for the metro train is \$2.00 and for buses \$2.00. These rates are subject to change. The D.C. metro fares are based on distance traveled and time of day. You can find out more information about the D.C. metro system at [www.wmata.com](http://www.wmata.com). You can expect to spend up to \$12 per day commuting to and from work on public transportation.



For Field Interns, the availability and cost of public transportation will vary.

### **Get to Know the City**

Before you begin your internship, we encourage you to learn about the city in which you will intern. There is a wealth of information on the Internet about cities across the United States. Learn about regional weather (helpful for deciding what to pack), cultural activities, nightlife, local transportation, nearby attractions, etc.

Interns living in the D.C.-Metro area can visit the city's official tourism website [www.washington.org](http://www.washington.org). Two major newspapers, the Washington Post and the Washington City Paper, are great sources of information for the D.C. metropolitan area events and activities. You may also obtain information from the Washington Metropolitan Area Transit Authority (WMATA) at <http://www.wmata.com>.

### **P. Business-Related Travel or Conferences**

If an intern is invited to travel or attend a conference as part of their job assignment, it will be the federal agencies' responsibility to pay registration fees, travel and per-diem costs. However, your supervisor can request a travel advance for you from HNIP. A Travel Request Form will need to be submitted by your supervisor two weeks prior to your travel. **Please refer your supervisor to the Supervisor/Liaison Handbook or have them contact their HNIP Internship Program Liaison.**

The Agency will add the cost of the intern's travel to the agency's contract or grant. Once the funds are added to the contract/grant, the Agency has two options for accommodating travel:

*Option 1:* The intern covers all expenses up front and HACU reimburses the intern for all allowable and approved expenses incurred during the travel period.

*Option 2:* HACU can arrange flight, hotel, and conference registrations for the intern. If the agency chooses Option 2, HACU can provide a Travel Advance for the total amount for Meals and Incidentals or per diem (Please check with your agency's travel policy as not all federal agencies provide per diem). The Travel Advance can be deposited into the intern's payroll account.

For both Option 1 and Option 2, the intern or HACU will reserve accommodations or advance funds that will not exceed the GSA's maximum lodging or per diem rates for the locality for the fiscal year of the travel period. For more information, please visit: <http://www.gsa.gov/portal/content/104877>. **Please email the form to [hnip@hacu.net](mailto:hnip@hacu.net) or fax to 202-496-9177 with ATTN: TRAVEL.**

Please refer to Section X for instructions on submitting and receiving reimbursements. Please note that HACU does not need receipts for meals and incidentals. Also, if a travel advance is greater than the amount of verifiable receipts, HACU will deduct the difference from the next payroll deposit.

## **Q. Conflict Resolution**

### **Housing**

As you will be sharing living quarters with roommates, you should extend the same courtesies that you would like to receive. After all, each roommate pays the same amount of rent and is entitled to a comfortable living environment. Make sure to clean up after yourself and keep the noise level down.

If there is a problem with your living situation, please do not wait until the situation becomes intolerable before taking action to resolve the issues. Address it as a responsible adult. Whenever possible, it is best if the people involved work out a solution together without an intervention.

Per program policy, HNIP does not allow roommate swapping. Your names are relayed to property managers who then file your name as a current tenant for your particular unit. We urge you to resolve any personal issues that you may have with your roommate on a one-to-one basis. If this cannot be accomplished, then HNIP may act as mediator, but will not take sides (see steps below).

1. Address the issue with the roommate/landlord and try to come to a compromise.
2. If the conflict still cannot be resolved, contact the HNIP Student Services Manager to act as mediator between the two parties.
3. If you are still not satisfied with the outcome of the mediation, turn in a written statement to the Executive Director of Federal Relations & HNIP.

### **Internship Assignment**

If you have a problem with a supervisor or co-worker, please let us know **immediately**. An HNIP Program Manager will work with you to find the best possible solution for both parties.

## **R. Dismissal from Program**

Since internship positions are “at-will”, HACU, the hosting entity, and the intern have the right to terminate the intern’s employment and/or participation in the program at any time, with or without cause. Although cause for dismissal is not required, as a guide to some of the misconduct that will lead to discipline, up to and including dismissal from the program, we are providing the following examples:

1. Any behavior that could result in dismissal from your agency.
2. Theft, misappropriation, damage, or destruction of HACU's or agency's assets or property.
3. Acting in a manner which could cause harm to HACU's or the agency's mission and good name.
4. Perpetrating a fraud against HACU, its contractors, or its members.
5. Unauthorized use, possession, or transportation of firearms and/or live ammunition, alcoholic beverages, illegal drugs, and/or drug paraphernalia on HACU or agency premises or vehicles; reporting for work, intern orientation,

intern meetings, etc. under the influence of alcohol and/or an illegal controlled substance.

6. Communication of a threat of physical harm against another individual, agency, or HACU.
7. Assault or fighting on HACU premises or during HACU/agency activities.
8. Intentional damage to any property owned by HACU/agency or on its premises.
9. Conviction for an illegal act where such conviction could adversely affect the employee's performance.
10. False statements and/or documentation related to the internship application or security clearance processes.
11. Those who violate our anti-harassment discrimination policy.
12. Excessive unexcused absences & tardiness.
13. Any violation of HACU's policies or standards
14. Any conduct which in the sole discretion of HACU warrants discipline or dismissal.

The fact that an unacceptable conduct is not listed above does not mean that it would not result in disciplinary action or dismissal. Disciplinary action could result in dismissal if an intern does not follow the policies in this Handbook.

If HACU terminates an intern from the program, in most cases the intern will not be eligible to apply to HNIP in the future. **In most cases, the intern will be held financially responsible for any outstanding rent due from the day of departure through the end of the program. In some cases, the intern will also be *responsible* to reimburse HACU for airfare. Also, the intern will not be eligible to be a part of the HACU Alumni Association.**

#### **S. Resignation from the Program**

During your first day of work, you will receive a ***Work Contract***. This document will be reviewed by you and your supervisor on the first day of the internship and emailed/faxed to our office. The Work Contract is due by the end of your first week.

**If you foresee conflicts with the schedule or any other circumstances that might prevent you from completing the program, please notify our office immediately.**

If a situation should arise during the course of the program that would require leaving an assignment early, HACU requires you to notify our staff immediately. We require that you send a letter of explanation for early departure to your supervisor and HACU. If the reasons are personal, medical or school related, HACU must also receive a written explanation from the proper authorities (i.e., doctors, parents, deans, etc.). **In most cases, students who leave the internship before the end of the program will not be eligible to apply for future internships and will be held financially responsible for any outstanding rent due from the day of departure through the end of the program. In some cases, interns will also be responsible for reimbursing HACU for airfare expenses. Also, interns who resign are not eligible to be members of HACU Alumni Association.**

#### **T. Extending an Internship Assignment**

In special cases, supervisors may want to extend the internship assignment for their intern. HNIP welcomes the extension request and will do everything possible to facilitate it. We strongly urge that internship extension requests be submitted as early as the mid-point of the internship and no later than four weeks prior to the end of the internship session. The following below are the steps to take when initiating the request. Your supervisor also has similar instructions on his or her handbook.

1. Your internship supervisor must consult with his or her agency program manager or internship coordinator and decide on the number of weeks and funding availability.
2. Secondly, the request for the extension is made to an HNIP Program Manager who will review the request to determine if HACU-arranged housing is available, if applicable, or if HACU-arranged travel arrangements must be modified. HNIP staff will estimate costs and then provide a quote to the agency.
3. Thirdly, once the agency approves and provides a modified contract or agreement for the additional weeks, HNIP staff will notify the intern of the approved extension and will make housing and travel plans accordingly. Interns cannot report to work during the extension period until they are notified by HNIP staff.

### **III. HACU's ANTI-DISCRIMINATION/ANTI-HARASSMENT POLICIES**

#### **A. Introduction to HACU Policies**

HACU is committed to providing all of our interns with the best possible work-related experience. In order to enhance the work environment and the well-being of our interns, HACU has implemented the following policies prohibiting:

- Employment discrimination
- Sexual harassment
- Other types of unlawful harassment
- Retaliation
- Inappropriate behavior

HACU strictly prohibits and will not tolerate any discrimination, inappropriate behavior, or harassment of any employee or intern, which is based on or which in any way relates to employee's gender, race, age, national or ethnic origin, citizenship, marital status, sexual orientation, religion, disability, veteran status, or any other factor protected against discrimination. Forms of discrimination/harassment/inappropriate behavior include (1) verbal and non-verbal expressions relating to any factor protected against discrimination by law, (2) any comments or conduct which others find non-professional, belittling, disruptive, offensive or degrading (3) name calls, rude gestures, insults, or constant teasing that lead to humiliation, intimidation, threat, or embarrassment even though the conduct or words may not constitute any prohibited harassment under our policies or under law.

You are strongly encouraged to report any harassment, discrimination, or inappropriate behavior.

The prohibitions against harassment/discrimination and inappropriate behavior apply not only to HACU's employees, supervisors, managers, officers, and interns, but also to vendors, customers, clients, patrons, or contractors of a host agency; anyone at, related to, or involved with the host agency; another intern; a vendor, contractor, patron, or business contact of HACU; or anyone else. Anyone working at or with HACU who is found to have violated these policies will be subject to appropriate corrective action, including discipline such as termination. HACU will not tolerate any unlawful harassment or discrimination of its employees and interns by anyone.

If you ever believe that you or someone else has been subjected to any behavior or situation involving discrimination, harassment, retaliation, inappropriate behavior, and/or any violation of our policies, you should immediately contact HACU and the host agency (e.g., to the HACU Liaison at the hosting agency or another agency managerial level person) in the manner described more specifically in Section III, D, paragraph 2-3 below.

## **B. Equal Employment Opportunities (EEO) Practices**

**1. Our Commitment to Equal Employment.** The Hispanic Association of Colleges and Universities (HACU) believes that equal opportunity for all employees and applicants is important for the continuing success of our organization. As an equal opportunity employer, HACU is committed to a policy that provides equal employment opportunities to all employees and applicants for employment without regard to race, color, sex, religion, national origin, ancestry, age, marital status, pregnancy, medical condition including genetic characteristics, physical or mental disability, veteran status, gender identification and expression, sexual orientation, and to make all employment decisions so as to further this principle of equal employment opportunity. HACU will not discriminate against any employee or applicant for employment because of race, color, sex, religion, national origin, ancestry, age, marital status, pregnancy, medical condition including genetic characteristics, physical or mental disability, veteran status, gender identification and expression, sexual orientation, and will take affirmative action to ensure that applicants are offered employment and employees are treated during employment without regard to these characteristics.

**2. ADA Statement.** The Hispanic Association of Colleges and Universities (HACU) is committed to the full inclusion of all qualified individuals. Consistent with the Americans with Disabilities Act (ADA), the HACU will provide reasonable accommodation when requested by a qualified applicant or employee, unless such accommodation would cause an undue hardship. The policy regarding requests for reasonable accommodation applies to all aspects of employment, including the application process. If reasonable accommodation is needed during the application process, please email (whoever in HNIP that will coordinate accommodations with the Agency liaisons.)

- 3. HACU also complies with the Immigration Reform and Control Act (IRCA)** including, but not limited to, the provisions prohibiting discrimination, requiring verification of eligibility to work, and requiring record keeping.

**C. HACU Does Not Tolerate Any Harassment, Discrimination, or Retaliation.**

**Prohibited Conduct or Words.** Any employee, intern, or individual associated with HACU who is determined to have engaged in any misconduct violating our policies against harassment, discrimination, retaliation, or inappropriate behavior will be subject to severe sanctions, including disciplinary action up to and including termination. It is not feasible to list all of the types of behavior, misconduct, and comments that violate our policies. However, the following are some examples of misconduct that are strictly prohibited:

**1. SEXUAL HARASSMENT WILL NOT BE TOLERATED.** Sexual harassment includes, but is not limited to, comments or behavior related to gender that are insulting, offensive, degrading, or disparaging, as well as other kinds of unwelcome physical or verbal conduct of a sexual nature where, by way of example:

- Submission to such conduct is either an expressed or implied term or condition of employment; or
- Submission to or rejection of such conduct is used as the basis for an employment decision affecting the harassed person; or
- The conduct has the effect of unreasonably interfering with an affected person's terms, conditions, or privileges of employment.

Examples of sexual harassment that violate our policies include unwelcome or uninvited sexual advances, requests for sexual favors, suggestive remarks, touching or physical contact, flirting, comments about any individual's body, questions of a personal or sexual nature, staring, encroaching into someone's personal space; comments or questions about someone's personal life, sexually related jokes, comments or wise-cracks, stalking, attempts to initiate a personal relationship, displays or circulation of sexually suggestive or offensive graphics, pictures or other materials; invitations to meals, requests for dates, etc., and other words or actions. Our policies prohibit harassment regardless of whether the words or conduct are directed at the same sex or the opposite sex as the person engaging in the conduct or comments. For reporting violations of this policy, see Section III, D, paragraph 2-3 below.

**2. Other Kinds of Prohibited Harassment.** HACU also strictly prohibits and will not tolerate any kind of comments, statements, innuendoes, slurs, nicknames, derogatory comments, "jokes," pranks, circulation or posting of pictures or other materials, or other verbal or physical conduct that are/is in any manner related to sex, pregnancy, race, ethnic or national origin, religion, color, citizenship, culture, gender, sexual stereotyping, genetic information, marital status, veteran status, status or service in the uniformed services, sexual orientation or preference, age, disability, and/or any other factor protected by law. For reporting violations of this policy, see Section III, D, paragraph 2-

**3. Inappropriate Behavior.** HACU also strictly prohibits any comments or conduct that is insulting, disrespectful, bothersome, offensive, annoying or degrading, even though the words or conduct may not constitute “sexual harassment” or other prohibited harassment. Examples of inappropriate behavior include violating someone’s privacy with personal questions or conduct, rudeness, yelling, ridiculing individuals, disclosing personal information, unprofessional behavior, intimidation, disrespectful behavior, name-calling, using inappropriate nicknames or descriptions to refer to persons, annoying others with teasing, practical “jokes,” mischief, or other behavior. For reporting violations of this policy, see Section III, D, paragraph 2-3.

**4. Discrimination is Prohibited.** HACU also strictly prohibits any kind of unlawful employment discrimination that is related to national origin, citizenship, age, ethnicity, disability, race, sexual stereotyping, genetic information, marital status, gender, sexual preference or orientation, uniformed services activities or status, veteran status, pregnancy, color, religion, or any other factor protected by law. For reporting violations of this policy, see Section III, D, paragraph 2-3.

**5. Retaliation is Prohibited.** HACU also strictly prohibits any unlawful retaliation against anyone who has reported any violation of our policies, made any objection to any discriminatory or retaliatory act, or participated in any investigation (regardless of whether as a witness, provider of information, complainant, or otherwise). For reporting violations of this policy, see Section III, D, paragraph 2-3.

**6. Policies Cover All Forms of Communication.** The prohibitions in these policies apply to all forms of communication and interaction, including, but not limited to, internet usage, screen savers, downloaded materials, e-mails, facsimiles, texts, phone calls, mail, and personal interaction.

#### **D. How to Report Violations of Harassment, Discrimination, Retaliation, & Inappropriate Behavior (and HACU’s Remedial Procedures)**

**1. HACU Encourages You to Make A Report.** HACU strongly encourages you to immediately report any conduct or words that violate any of our policies. If you believe that you or any other intern or employee has been subjected to any verbal or physical conduct that violates our policies prohibiting harassment, discrimination, retaliation or inappropriate conduct, you should report it immediately. Remember, you should report the misconduct regardless of whether it is directed at you or someone else and regardless of whether it is by an employee, intern, vendor, customer, client, patron, or contractor of a host agency; anyone at, related to, or involved with the host agency; another intern; a vendor, contractor, patron, or business contact of HACU; or anyone else.

HACU assures you that there will not be any unlawful retaliation or reprisal for making any report, giving information or participating in any investigation, or engaging in any other protected activity. To make a report, please follow the procedures below.

**2. Report to both HACU and the Host Agency.** You should report any complaint to both HACU and the hosting agency.

**A. Report to HACU.** In every situation involving a violation or possible violation of our policies, you should report it to HACU immediately. HACU is ready and willing to assist you with any issues you bring forward. Although there are other managerial persons at HACU to whom you could make a report, whenever possible or feasible, you should direct your report to one of the following persons:

- Diana Vasquez, Executive Director of HNIP  
[diana.vasquez@hacu.net](mailto:diana.vasquez@hacu.net)
- Andres Burgos, Associate Director of HNIP & Strategic Initiatives  
[andres.burgos@hacu.net](mailto:andres.burgos@hacu.net)
- Lorena Del Valle Lopez, HNIP Student Services Manager  
[lorena.delvallelopez@hacu.net](mailto:lorena.delvallelopez@hacu.net)
- Alejandra Benitez, HNIP Program Coordinator  
[alejandra.benitez@hacu.net](mailto:alejandra.benitez@hacu.net)
- Mirelle Gutierrez Palma, HNIP Student Services Coordinator  
[mirelle.gutierrez@hacu.net](mailto:mirelle.gutierrez@hacu.net)
- Eva Rodriguez, Director of HNIP Finance and Accounting  
[eva.rodriguez@hacu.net](mailto:eva.rodriguez@hacu.net)

AND

**B. Report to The Host Agency.** You should also report any situation involving a violation or a possible violation of our policies to your host agency immediately. Generally, your report of misconduct should be made to your supervisor at the host agency. However, if for any reason you feel it would not be appropriate or effective to report it to your supervisor (for example, s/he is a participant in the misconduct, the supervisor is not available, you believe the supervisor would not be objective, or for some other reason)), you should make the report to the supervisor's manager or the HACU Internship Liaison Manager at the host agency. In addition, if the host agency has internal reporting procedures and you can obtain the necessary information about them, you should attempt to follow those in making a complaint within the agency. If you need assistance obtaining a copy of the agency's complaint policies, do not hesitate to let HACU know so that we can provide you with the necessary assistance.

**3. Emergency Situations.** There may arise an emergency situation at your host agency that requires immediate corrective action or an immediate report. If that occurs, you should report the matter to any appropriate supervisory or managerial person at the agency who may be able to provide immediate assistance. For example, depending on the situation, you could contact the HACU Internship Liaison at the agency. Also, make sure you report the situation to HACU at the earliest opportunity.

**4. The Investigation of the Complaint.** After a complaint has been received by HACU, HACU will ensure that it is promptly investigated. Depending on the circumstances and what HACU determines would be more effective and expeditious, the investigation may be conducted by HACU itself, the hosting agency (with HACU monitoring the progress), or both working together. After the investigation is completed, HACU will provide you



with a verbal summary of its determination and assessment of the circumstances. If the complaint is substantiated, HACU will take appropriate prompt, remedial action to correct the situation, and you will be notified of the action taken.

**5. Report Any Additional Issues That Arise.** So that they may also be investigated and appropriately addressed, you should immediately report any additional or later issues, problems, or concerns that may arise to the investigator or by using the same procedures outlined above for an initial report. Matters that should be reported include:

- Any concern you may have that not enough is being done to address or resolve your complaints;
- Any new or other harassment, discrimination or retaliation that may occur;
- Any concern you may have that the investigation was not properly done or that the remedial action taken was insufficient;
- Any violations of these policies that continue despite the remedial action undertaken by HACU; and/or
- Any other concerns or issues you may have.

#### **E. No Retaliation**

HACU prohibits any retaliation against anyone for making reports of harassment, misconduct, discrimination or other inappropriate conduct, providing any information in connection with such a complaint, participating in any investigation of a complaint, or engaging in any other protected activity. As noted above, HACU emphatically urges that all violations of our policies be reported immediately. HACU assures you that there will be no retaliation against anyone for having brought forth a complaint.

#### **F. Preventing Harassment, Retaliation, and Discrimination, Is Everyone's Responsibility**

Every employee, intern, manager, and supervisor has the responsibility of reporting any conduct or words that violate HACU's policies against unlawful harassment (sexual or otherwise), discrimination, retaliation or inappropriate conduct, regardless of whether it is directed at you or directed at someone else. If you become aware of anything that violates or may violate these policies or any other policies, you should report it as outlined above.

### **IV. DRUG-FREE WORK ENVIRONMENT POLICY**

In compliance with federal statutes, all HACU interns are required to maintain a Drug-Free work environment at their respective places of employment. The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or illicit drug, as defined by state and federal law, is prohibited in the workplace. This prohibition includes alcoholic beverages.

HACU prohibits the use and/or possession of illegal drugs and alcohol by interns inside HACU-arranged housing. HACU retains the right to conduct housing inspections upon notification of a policy violation. HACU can perform an inspection after issuing a same day notice to residents, and can perform the inspection with or without the presence of residents.

Violations of HACU's substance abuse policy may result in immediate discharge from the internship program. Violators also face possible prosecution from appropriate law enforcement agencies.

We should all be aware of the dangers of drug-abuse in the workplace, underage drinking, and HACU's continuing policy of maintaining a drug-free environment.

## **V. POLICY ON TECHNOLOGY USAGE**

HACU interns will have access to information technology (IT) resources in their internship office to complete work projects as assigned. IT resources include, but are not limited to PCs, e-mail, telephones, facsimile machines, copiers, office equipment and Internet access. Interns are officially employed by HACU, but work for the federal government. Interns are required to adhere to the following conditions for appropriate usage of IT resources.

Interns are permitted limited use of Government IT resources for personal needs if the use does not interfere with official business and involves minimal additional expense to the office. Additionally, this limited personal use of Government IT resources should only take place during personal time, such as before or after duty hours or lunch period. Interns are expected to abide by this policy and be responsible for their own personal and professional conduct. The intern's supervisor and the HNIP liaison have the authority and responsibility to ensure the appropriate use of IT resources within their agency.

HNIP interns are expected to conduct themselves professionally in the workplace and to refrain from using office equipment for activities that are inappropriate. Unacceptable personal use of Government IT resources includes:

- Any use that could cause congestion, delay, or disruption of service to any Government system or equipment. For example, greeting cards, video, sound or other large file attachments can degrade the performance of the entire network.
- Activities that are illegal or offensive to fellow employees or the public. Examples include pornography, hate speech, or material that ridicules others on the basis of race, creed, religion, color, sex, disability, national origin, or sexual orientation.
- Endorsing any product or service, participating in any lobbying activity, or engaging in any prohibited partisan political activity.
- Creating, copying, or transmitting 'junk mail' such as chain letters, hoaxes, advertisements, solicitations, or other unauthorized mass mailings.
- Participating in chat rooms and social media sites.
- Creating, downloading, viewing, storing, or copying sexually explicit or sexually oriented materials.

HACU and/or the sponsoring agency have the right to inspect equipment when there is evidence or strong suspicion that an intern is abusing this policy. Improper use of IT resources may result in disciplinary action, dismissal from the program, or financial liability for the costs of the use or expenses incurred on the intern's behalf.

## **VI. HNIP FOR ACADEMIC CREDIT**

## **A. Obtaining Academic Credit**

As an intern, you may be eligible to receive academic credit at your college or university for participating in the HACU National Internship Program. Please note that receiving academic credit is not mandatory for program participation.

In addition to earning academic credit and staying on track for graduation, there are other benefits of combining the internship experience with an academic structure. It gives you an opportunity to reflect on what you are learning in your internship and how that relates to your field of study.

Each institution has its own policies and procedures that students need to follow to receive academic credit for completing an internship. Since HNIP does not award academic credit, each intern is ultimately responsible for getting the proper approvals and documentation from their home institution to receive credit. However, HNIP can provide necessary documentation about the internship to the institution, including a job description.

Many institutions already have mechanisms to grant academic credit. However, if your institution does not have an approved process, it could choose one of the following:

- A. Combine your internship assignment duties with HNIP's existing enrichment activities as academic components (described below) to evaluate your internship experience and to award academic credit,
- B. Modify the listed academic components, or
- C. Create its own requirements to suit the needs of your academic department or institution.

## **B. Academic Components**

**These evaluations are mandatory to remain in good standing with the program, this includes the option to be extended.**

**Work/Plan Contract** - Work with a faculty advisor, dean of your academic department, or career center representative to identify goals and objectives for your internship. This form is provided by HACU staff at orientation and is available for download on *MyHNIP* portal.

**Professional Development Opportunities** - HNIP arranges forums with senior executives and other individuals from the public, private, and nonprofit sectors. These speakers are frequently HNIP alumna and a great source for networking. Forum topics may include federal resume writing, how to turn your internship into full-time employment, current political issues affecting Latinos, etc. HNIP also organizes ours such as the U.S. Capitol, Library of Congress, Kennedy Center, FBI, or others. Your Faculty Advisor may ask you to write summaries of these activities as part of your academic requirements.

**Progress Reports:** HNIP requires all interns to submit a progress report. If you are participating in a spring or Spring session (15 weeks long), you will submit a progress report at the end of each month. If you are participating in a summer session, you will submit one report at the mid-point of the internship and one report at the conclusion of the internship. The report should be at least one page long, providing an in-depth report of your internship experience. Feel free to get as detailed as you would like. Reports can include both work and non-work related experiences. Examples of points to be discussed are:

- Describe your working environment and functions
- Reflect on significant work or personal experiences, good or bad
- What resources are available to you
- Constraints you are encountering
- The type of working documents and analysis you've done
- How this experience has positively impacted your outlook in your area of study or career

Please save the document in the following format: Last Name\_First Name\_date. Completed reports should be sent as an MS Word or PDF attachment to [hnip@hacu.net](mailto:hnip@hacu.net).

**Mid-Term Evaluations** - HNIP requires the Intern Supervisor to complete a mid-term evaluation on the intern's performance.

**Final Evaluation** - HNIP requires the Intern Supervisor to complete a final performance evaluation of the intern.

**Other** – Students earning internship credit through their home institution may have to complete additional assignments, such as monthly papers, a journal, presentation, and/or essays as assigned by their faculty advisor. Also, please be aware that certain agencies require completion of reports and evaluations that are specific to your internship. One of our Program Managers will alert you of those specifics if they apply to you.

### C. Getting the Process Started

- Find out who at the home institution should assign the academic requirements and give a final grade for an internship. Students should check with a faculty advisor, dean, department chair, or career center or cooperative education office representative.
- Check with a department chair or the registrar, career center, or cooperative education office to determine which department or individuals at the home institution require approval.
- Check with the individual who assigns the academic requirements and final grades to determine how many credits will be received for the internship.
- Check with the individual who assigns the academic requirements and final grades to determine whether the credits will be applied toward the major or minor or may fulfill general education requirements.
- Check with the academic department that will award the credit and the Registrar to determine if the final grade will be applied toward your cumulative GPA or will the credits apply only toward your final degree.

## **VII. THE HNIP PROGRAM**

### **A. Intern Activities**

#### **For D.C. Interns**

Interns will have enrichment activities scheduled throughout the session by HACU as well as some federal agencies. Three Intern Monthly Meetings are scheduled for the Spring and Fall sessions and at least two for the Summer. Attendance at these meetings is **mandatory**. The meetings are held either towards the end of your typical workday to minimize time away from the internship. HACU compensates interns for the time spent at the meetings. Interns who do not attend mandatory meetings without communicating a compelling reason to HNIP staff 48 hours prior to the meeting will not remain in good standing with our program. HNIP will communicate with supervisors to ensure intern attendance for mandatory meetings and see that this policy is enforced.

Every event coordinated by HNIP is for your benefit and professional development. Please note that some of these events are limited in seating. Out of courtesy for your fellow interns and the speakers who take time out of their busy schedule to attend our events, follow through with your commitment to attend the event for which you have sent an RSVP.

Attendance will be taken at the beginning of each event. If you RSVP for an event and do not show up at the time specified, your privilege of attending future HNIP coordinated events may be revoked. By not showing up to an event, you are not only taking an opportunity away from another intern, but you are also giving HNIP a bad image, which may hinder our ability to secure speakers for future sessions. Speakers look forward to sharing their experiences with students and prepare to their presentations and workshops for the number of interns who RSVP.

#### **For Field Interns**

Interns will not have the same enrichment activity opportunities as D.C. Interns. We will make every attempt to make the events available via webcast or teleconference, but sometimes some of the venues we use do permit us to do so. For this, we apologize in advance. In some cases, you may be the only Field Intern assigned to your particular office or field site. The HNIP Program Coordinator and your field site supervisor will be your primary contacts for support. You may want to approach your co-workers or local organizations and universities for enrichment and leisure activities.

We will post Intern Meeting recaps on *MyHNIP* portal to keep you included in the information provided. Some events will be available via webcast. As stated, we encourage you to learn about the city that you will call 'home' for your internship, especially Field Interns.

## **VIII. INTERNSHIP AGREEMENT**

On the *Internship Agreement*, you indicated whether you want HACU to arrange travel and housing for you. By submitting this document, you agreed to the terms and conditions of the internship program. This document acts as a contract, indicating you officially accept the internship assignment. The agreement is final and cannot be changed. If you have asked HACU to do so, HACU will begin making housing and travel arrangements for you soon

after completing the agreement. If at any point after signing the *Internship Agreement*, you withdraw from the internship program, a withdrawal request **must** be made in writing to HACU. **Please be aware that if you withdraw from the internship after submitting the Internship Agreement, you may be held liable for finances we have expended on your behalf.**

## **IX. INTERN HOUSING**

### **A. Housing Options**

You are free to make your own housing arrangements for the duration of the program. For example, if you have family or friends in the area you will be interning, you may wish to live with them and possibly save on rent expenses. However, to facilitate the internship experience, HNIP can help make your housing arrangements.

**If you checked “YES” for housing** on the *Internship Agreement*, HNIP will arrange your housing, as you requested, and the rent will automatically be deducted from your bi-weekly pay. If you move out of HACU-arranged accommodations before the completion of the program, rent will still be deducted from your pay. HNIP will inform you of how much you owe.

**If you checked “NO” for housing**, this indicates that you have chosen to arrange your own housing. Therefore, your pay will not reflect a housing deduction. Once you have chosen this option you will be responsible for finding your own housing and cannot later change this option for HACU to make housing arrangements at a later time.

### **B. HACU-Arranged Housing in Washington DC**

HNIP helps make the arrangements solely to facilitate the internship experience and **does not profit** from the housing arrangements it makes.

If you choose to have HNIP make your housing arrangements, HNIP facilitates the following:

1. Upfront Costs: HNIP will cover the initial costs of securing your housing like security deposits, move-in fees, utility installation fees, furniture rental fees (Non-refundable fees are added to the total housing costs that are then paid by the intern through bi-weekly pay deductions).
2. No costly credit or background checks.
3. No checks to write—rent is deducted directly from your paycheck.
4. Flat rate fee throughout internship makes it easy to budget.

HNIP looks for appropriate housing that considers the following:

- Proximity to work site

- Short-term lease availability
- Access to public transportation
- Market-rate affordable
- Furnished
- Accessible to city center or shopping centers (if possible)
- Utilities included (i.e., heat or air conditioning, water and electricity)
- Access to various property amenities (i.e., onsite laundry facilities)

### **Typical HACU-Arranged Housing Facilities**

D.C. interns are housed at a Washington Institute of Intern Housing (WISH). facility. Interns can be placed in a double bedroom or triple bedroom. These are shared housing opportunities with other fellow HACU interns or interns from other DC based organizations.

### **Parking**

Please understand that because of the high demand for housing in many major cities like D.C., parking is also at a premium. If you choose to drive, please be aware that you will be responsible for any parking fees the property may impose.

### **Internet**

Internet service will be made available to D.C. interns in HACU-arranged housing.

### **Maintenance Issues and Repairs**

Although in most cases HACU is the leaseholder, the tenant and landlord relationship is between you and the property management staff as stated in the Internship Agreement. Because in many instances HNIP staff is not able to inspect the apartment for damages, it is your responsibility to address the issue directly with the property management staff. If you are experiencing maintenance problems (i.e., water, heating, bugs), first contact the property manager. Generally, property management staff will address immediate issues

(utility breakdowns and plumbing emergencies) before taking care of minor repairs. Keep track of the dates and times that you have attempted to contact property management staff. **Always put complaints in writing and submit them to the property management staff.** If you do not receive a response within 48 -72 hours, please contact the HNIP Program Manager of Student Services and explain the problem. It makes it a lot easier for HNIP to follow up with the property if we have a detailed account of the problem with dates and times. Please e-mail a letter with all the details.

### **Keys**

In most cases HACU will provide the keys to your apartment upon your arrival. If we are unable to provide the keys the leasing office will provide you with your own set of keys to your apartment. Each intern is provided a key to the apartment, mailbox as well as a Fob which grants access to the building, however some apartments this is not needed.

In the event you lose your keys and/or fob you are responsible for paying the replacement fee. If your keys are not turned in at the end of the internship the fee for replacing the keys will be deducted from your final paycheck.

### **Commute**

#### **For D.C. Interns**

For the most part, housing in D.C. is close to public transportation sometimes within walking distance (15-20 minute or about half a mile away). If the property is not within walking distance, we do our best to use properties that provided a rush hour shuttle to the nearest Metro station or that have bus lines that run directly to the nearest Metro station.

#### **For Field Interns**

Some field sites have limited public transportation systems especially for weekend service. In some sessions, the most suitable housing has not been near public transportation; thus, interns have carpooled with other co-workers or shared the cost of a rental car. If you do not want to be dependent on public transportation or others, you may want to consider bringing your own vehicle. This will give you freedom to explore your new city, take field trips, and make grocery runs at your convenience. The intern is financially responsible for parking expenses and for all commuting costs on public transit.

### **Rules and Regulations for HACU-Arranged Housing**

Interns living in HACU-arranged housing are required to abide by the rules and regulations of the housing complex. Remember, you might have neighbors above, below, and on either side of you. **Rules established by the housing complex state that excessive noise and loud music is not permitted at any time. Radios, music, televisions, etc., should be turned down at a reasonable hour, such as 10:00 p.m. on weekdays, and midnight on**



**weekends.** Upon your arrival to your housing assignment, HNIP staff will ask that you sign a document titled “Proper Housing Etiquette.” We want to ensure that we maintain a positive relationship with the apartment complexes so we can continue to place our interns there in the future.

**HNIP interns are not permitted overnight guests.** Many of our interns live with roommates, in a dorm setting, or in a family home, making it inappropriate for such overnight guests. There are no exceptions to this rule and no intern should ask their roommates if they can have an overnight guest. Whether the roommates agree or not overnight guest are not allowed.

If HACU or the property owner ask an intern to vacate an apartment before the end of the internship because there has been a violation of the HNIP or the property’s rules and regulations, HACU will not be responsible for finding new housing accommodations. In addition, the intern will be held responsible to pay HACU the remaining rent through the end of the internship program.

HACU and/or the property owner reserve the right to amend and/or enforce reasonable rules and regulations as are necessary in order to maintain the safety of the property and good order among residents. You will receive additional information at orientation or upon arrival at your field site.

#### **Cleaning and Damage Charges**

After interns vacate their apartments at the end of the program, HNIP staff will contact housing managers to ensure that the premises were properly vacated. In order to avoid paying any cleaning or damage charges, we recommend taking all of your personal belongings with you, disposing of trash or food, and ensuring that your keys have been returned to the proper authorities.

If cleaning or damage charges are incurred, the charges will be split among the HACU interns in the unit, and the amount will be deducted from each intern’s final paycheck.

### **C. Making Your Own Housing Arrangements**

#### **Finding Housing in Washington, D.C.**

As we have mentioned, you may choose to make your own housing arrangements. If you wish to make your own arrangements, listed below are some additional resources to assist with your housing search in the Washington, D.C. area. However, please keep in mind that HACU provides the information solely as a convenience to you and that it does NOT recommend that you select any particular option or approach. In choosing your housing option, use your own best judgment.

There are several housing possibilities in Washington, D.C. in addition to renting an apartment. For example, in D.C. it is common for college students and young professionals to live in a *group house*. This is a house that is rented and shared among four or five people to keep the rent cost low. You may also be able to rent a room in an

apartment that is being *sublet* for a short period of time. HACU in no way endorses these means of finding housing

### **Finding Housing in a Field Site**

HNIP will work with you and your agency to assist you in finding your own housing. Regardless of what city you will live in, HNIP strongly encourages interns choosing to arrange their own housing to carefully research and evaluate the prospective neighborhood.

## **X. INTERN TRAVEL**

### **A. HACU-Arranged Travel**

As a service of our program, HACU can arrange your round-trip airfare at no cost to you.

**For Field Interns**, HACU will also make arrangements for you to travel from Washington, D.C. to your internship site and back to your original point of departure.

All interns will be responsible for making their own arrangements for ground transportation to get to the airport on their departure date. **HACU will not reimburse interns for this expense.**

**Please understand that if you select this option and later withdraw from the program, you will be responsible for reimbursing HACU for any travel expenses spent on your behalf.**

### **Luggage**

Typically, airlines cannot accommodate more than TWO pieces of checked luggage plus one carry-on per person. HNIP strongly encourages you to check with your airline carrier to confirm the luggage restrictions, including weight limits. The ground transportation that HACU provides to interns living in HACU-arranged housing cannot accommodate excess luggage. **Interns who arrive with more than two pieces of luggage and one carry-on per person will be required to arrange their own ground transportation, and will not be reimbursed for this expense.** If you anticipate needing more luggage space than that, we recommend that you have boxes mailed to your residence **after** your arrival.

**HACU is unable to reimburse for luggage costs.**

**Return Travel** - If you received an airline ticket through HNIP and you wish to make changes to your pre-arranged travel itinerary, you may be subject to additional fees by the airlines. You are responsible for arranging any changes to your ticket by calling the airline directly and for paying any fees incurred with this change. Be advised that most tickets arranged through HNIP are non-refundable and will include a \$200 change fee plus any fare difference. We strongly encourage you to call your airline 48 hours in advance of your flight home to see if there have been any changes to your travel arrangements. Please notify your program coordinator of any changes that are made.

## **B. Making Your Own Travel Arrangements**

**If you checked “NO” for HACU-arranged travel on the Internship Agreement**, HNIP will not arrange round-trip airfare for you. Some interns choose to drive so they can have their car throughout the internship. Other interns may need to purchase their own ticket for air travel or other mode of transportation if they choose to travel on dates outside of regular programming dates.

Please note that you will need to obtain a travel quote from HNIP prior to making travel plans and purchases. Travel quotes will be posted to your HNIP account within two weeks of you completing your online agreement and being moved to “Confirmed” status. All travel quotes are posted on your HNIP user account under *Travel*. See the section below on Travel Reimbursement for an explanation on how to get reimbursed.

Interns permanently or currently residing within a 50 mile radius of their internship site are not eligible for travel reimbursement allowances, except for field interns traveling to Washington, D.C. for orientation.

## **C. Travel Reimbursement**

Interns choosing to arrange their own travel must wait for a travel quote to be posted prior to making travel plans and purchases. HNIP will give you a price allowance for what HNIP would have spent on an airline ticket to and from your internship. Travel quotes are based on the lowest median market price on a round-trip flight from your permanent or current address to your internship site. The lowest median market rate is used to help accommodate airport commuting expenses. HNIP will reimburse for actual expenses **up to the amount** of the price quote obtained on your behalf.

### **Allowable Expenses:**

- Gas (based on Federal Per Diem Rates), tolls, and lodging (if absolutely necessary). Meals will not be reimbursed.
- Round-trip airline or train, or common carrier ticket **using the same travel route for which we obtained the price allowance**. Please note that quotes will be determined using your permanent address on your online application to your internship site including travel to orientation for Field Interns. HACU can only reimburse for common carrier tickets originating and returning to destinations in the United States. With regards to train tickets, HACU will only reimburse for a passenger train ticket.
- Reimbursable expenses can only cover the intern themselves, not other individuals who may accompany you. If you travel with someone, submit separate receipts for your charges. For flight or common carrier round-trip e-tickets, you can e-mail a copy to

[hacutrail@hacu.net](mailto:hacutrail@hacu.net). Please make sure the e-mailed itineraries include the total costs and method of payment. HACU will not reimburse for mileage points used to purchase flights.

**All original receipts must be submitted via email to [hnip@hacu.net](mailto:hnip@hacu.net) only. Please do not mail any receipts to the HACU office or email HNIP staff directly.**

**Reimbursement deadlines:**

- Arrival/Round trip receipts
  - Due 2 weeks after internship start date
- Return Travel receipts
  - Due 2 weeks after internship end date

**Reimbursement Processing:**

- Arrival/Round trip receipts
  - Arrival receipts received by the deadline will be processed for payment no later than 3 weeks after the due date
  - If receipts are submitted late, they will not be processed until the end of the internship session when return travel receipts are processed
- Return Travel receipts
  - Return travel receipts received by the deadline will be processed for payment no later than 3 weeks after the due date
  - **If your return travel receipts have not been received within four weeks after your departure, you will not be reimbursed for your expenses.**

Reimbursements will only be processed twice during the session (3 weeks after the arrival due date and 3 weeks after the departure due date). Request for reimbursements will not be processed throughout the session.

Reimbursements will be deposited in your payroll account provided by HACU. Interns who are paid directly by their sponsoring agency will have their reimbursement checks mailed to their permanent address unless stated otherwise on their reimbursement request.

**D. Arrival for Orientation**

**Arriving in Washington, D.C.**

HACU staff will be at the airport to greet interns between the approximate hours of noon to 6:00 pm on the day of arrival. Orientation will take place the day after your arrival. **Orientation is mandatory for all interns**, including those who have done a HACU internship in the past.

We will send you additional travel and orientation information by e-mail before you depart. Information will also be available in your MyHNIP portal on your online account. Transportation from the airport will be available for Field Interns and only those D.C. Interns living in HACU-arranged housing. HACU will make and pay for reservations for all Field Interns to stay in a local hotel until they depart for their internship site. Details on

The orientation hotel will be provided before you depart. D.C.

Please note that HACU cannot arrange transportation from the airport for individuals who arrange their own housing.

### **Orientation**

During orientation, HNIP will process employment paperwork and interns will have an opportunity to get to know each other. This time will also be spent discussing subjects of importance such as professional development, budgeting, day-to-day conditions in metropolitan areas, and program expectations.

We will inform Field Interns about their housing arrangements, travel to the field site, and other field issues. In some cases, your supervisor or a co-worker will meet you at the airport when you arrive at your field site. Field Interns will be given these details at orientation.

## **XI. TAX AND EMPLOYMENT REQUIREMENTS**

All interns are subject to federal and state taxes. HNIP staff cannot provide tax advice. Therefore, **it is the responsibility of each intern to be informed of how to complete the tax forms.** This will ensure that you are able to complete all the required forms accordingly. You will receive an e-mail with your login information to Paylocity and further instructions at least five (3-5) business days before orientation to give you enough time to complete the forms. The W-4, state form if applicable, and I-9 are posted online on your Paylocity profile. **These forms must be completed before orientation.** HNIP staff will complete all the employer sections of form I-9 during orientation. Please read section D below for important documents needed.

In the event you are unable to attend orientation, D.C. interns will need to stop by the office before reporting to work. Please call before your visit to make sure someone will be there to assist you. For Field Interns, you will have to complete a paper version of the I-9 and have your proof of employment eligibility documents reviewed by your supervisor. Then, you will scan and email to [hnip@hacu.net](mailto:hnip@hacu.net) and your HNIP Program Coordinator.

**IMPORTANT.** You CANNOT begin your internship unless you complete the I-9 form confirming that you are legally authorized to work in the United States.

All other forms will be posted on your Paylocity profile and need to be completed online. Contact [hnip@hnip.net](mailto:hnip@hnip.net) if you have any questions. In all instances, you must present original forms of identification as outlined in section D below.

#### **A. Federal Withholding Tax - Form W-4**

All employees working in the U.S. must fill out a W-4 Form for Federal taxes. The form will be posted on your Paylocity profile. **Residents of Puerto Rico who are interning outside Puerto Rico must file a W-4 Form for US Federal taxes.**

Federal income tax is collected on a 'pay as you go' system. This means you must pay tax on income you earn at the time you receive it. As your employer, HACU withholds taxes from your paycheck. The amount HACU withholds from your paycheck is based on the number of withholding allowances you claim on Form W-4. The higher the allowances the less tax is withheld your paycheck. A zero (0) allowance will deduct the maximum federal tax possible based on your filing status. Please visit the IRS web site at [www.irs.gov](http://www.irs.gov) for detailed information. The form requires that you enter information regarding the Personal Allowances Worksheet, lines 1 through 7, your name, permanent address, social security number, signature, and date.

A **W-2 Form** will be sent to the address listed on your Paylocity profile in January of the year following your internship. You will use this form when filing your federal and state taxes before the tax filing deadline in April.

#### **B. State Income Tax**

States have the right to tax those who work there even if the work is only temporary. Some states require you to complete a separate state tax form. Other states use the W-4 Federal Income Tax form to determine state tax. **Residents of Puerto Rico who are interning outside Puerto Rico are also subject to State Income Tax according to the regulations of the state in which they intern.** If you are required to complete a state tax form, it will be posted on your Paylocity profile.

Different rules apply for Washington, D.C. area interns depending on where they work and live. We will explain this at orientation.

#### **C. Taxes for Residents of Puerto Rico**

If you have questions about your tax responsibility, please research this before arriving in Washington, D.C. because HNIP staff cannot provide tax advice. For more information, visit [www.hacienda.gobierno.pr](http://www.hacienda.gobierno.pr) or call Telehacienda at (787) 721-0511 or (800) 981-0675. Additionally, there are Service Offices located in Ponce (787) 844-8800 and Mayaguez (787) 265-5200. You may also call the Department of the Treasury of the Government of Puerto Rico at (800) 981-0675.

#### **D. I-9 Employment Eligibility and Verification Form**

**I-9 – This form verifies your identification and that you are legally authorized to work in the U.S.** If you are not authorized by law to work in the United States, you are NOT

eligible to participate in the internship program. Please note that HACU participates in E-Verify.

**On the following page is a list of acceptable documents that HACU staff need to complete the I-9. You must bring the original documents with you to orientation. You may choose one document from List A OR one from List B and one from List C.**

LISTS OF ACCEPTABLE DOCUMENTS		
All documents must be UNEXPIRED		
Employees may present one selection from List A or a combination of one selection from List B and one selection from List C.		
LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity AND LIST C Documents that Establish Employment Authorization
1. U.S. Passport or U.S. Passport Card		1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa		3. School ID card with a photograph
4. Employment Authorization Document that contains a photograph (Form I-766)		4. Voter's registration card
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.		5. U.S. Military card or draft record
		6. Military dependent's ID card
		7. U.S. Coast Guard Merchant Mariner Card
		8. Native American tribal document
		9. Driver's license issued by a Canadian government authority
		<b>For persons under age 18 who are unable to present a document listed above:</b>
		10. School record or report card
		11. Clinic, doctor, or hospital record
		12. Day-care or nursery school record
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI		1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
		2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)
		3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
		4. Native American tribal document
		5. U.S. Citizen ID Card (Form I-197)
		6. Identification Card for Use of Resident Citizen in the United States (Form I-179)
		7. Employment authorization document issued by the Department of Homeland Security

Examples of many of these documents appear in Part 13 of the Handbook for Employers (M-274).

## XII. HNIP FORMS

HNIP requires that you submit the following forms by the end of the first work week. These forms will be provided to you and explained in depth at orientation. However, please be prepared to answer information regarding the following topics and forms.

- Work Plan – During your first week of work you and your supervisor will be required to read, sign, and then email this document to the HNIP office.
- Photo Consent Form – This allows us to use photos and quotes from you in our marketing materials. This form posted on your Paylocity profile.

### XIII. EXPECTATIONS

#### A. What Interns Can Expect

As a HACU intern, you can expect to gain many things from your internship experience. Previous interns have enjoyed the chance to meet and live with a diverse group of people, the opportunity to get real-world experience in their field of study and the personal and professional growth that comes with being a part of the HNIP. The following are some things you should know about the program and your assignment before your arrival:

- Being chosen as an HNIP intern from a large number of highly qualified candidates is an achievement! Along with this reward comes responsibility. You are expected to conduct yourself in a mature and professional manner when you are working and when you are not. You represent HNIP, your college or university, and your community.
- We ask that if you have a program-related problem or special concern, please address the HNIP staff at once. We will respond to requests that are presented in a timely and respectful manner.
- Your work assignment is as good as what you make of it. If for any reason you are not satisfied with your daily tasks, contact your supervisor, and/or HNIP staff early in the program. We can work together to better suit your needs.
- Whether you are a D.C. or a field intern, please note that your office may not be in the same area as your housing facility. You can expect to spend some time and money commuting to and from work by bus and/or subway. **It could take up to an hour each way.** Even so, past interns living in the D.C. metropolitan area and working in downtown Washington, D.C. have found it easier to take public transportation to and from work because parking is expensive and difficult to find.
- HNIP does not recommend that interns working in downtown Washington, D.C. bring a car for work commuting purposes because parking is expensive and difficult to find. However, if you are a field intern or working or living in a Maryland or Virginia suburb of Washington, D.C., you may want to consider bringing a car. This could be helpful on the weekends or after hours. Before making a final decision, there are key details you should consider, such as the parking facilities at the housing location; parking fees; possible waiting list for parking; and documentation required to properly register your car with the apartment complex AND with the city in which you will live. If you are considering bringing a car, please inform HNIP staff immediately.
- Washington, D.C., and certain field sites have a much higher cost of living than what you might be accustomed to back home. Do not expect to save money or pay off debts while you are with the program. The bi-weekly salary is designed to cover your living expenses while you are on assignment.
- For those of you who are accustomed to the comforts of home, your lifestyle during the internship will be quite different. There may be times when you become



homesick or miss your privacy. Keep in mind that living with other interns is one of the benefits of the program; you have the opportunity to make many new friends and experience diversity you may not have at home.

- Conflicts you encounter during the program are all part of growing professionally and personally. When faced with a challenge, whether it is at work or in your housing accommodations, take advantage of the opportunity to gain experience how to handle life's challenges.
- HNIP is designed to offer you the best internship experience possible. This includes not only your work assignment, but also HNIP events. Many of these functions are mandatory. They are an integral part of the program and one of the conditions of participation. They are organized to benefit you in your personal and career goals. Take advantage of them.

## **B. What HNIP Expects of Interns**

HACU interns are expected to be exemplary workers at their agency assignment. This means that you will attend all mandatory meetings, complete all required paperwork in a timely fashion, and follow the program guidelines as set forth in this handbook. HACU also hopes that once you have completed the program, you will publicize HNIP on your campus. Let the next generation know about this opportunity.

Because you represent your school, as well as the HACU National Internship Program, you are expected to follow these guidelines:

- Maintain a decent work ethic.
- Arrive at work on time every day.
- Dress appropriately for your work environment.
- Exhibit an enthusiastic attitude.
- Maintain a mature, professional outlook.
- Attend all mandatory meetings and seminars.
- Complete all required paperwork (i.e., timecards, employment paperwork, evaluations, etc.) in a timely fashion.
- Follow the program guidelines as set forth in this handbook.
- Complete entire internship session.

## **C. What Federal Agencies Expect from Interns**

Each intern has a different assignment that varies according to agency, department and supervisor. Interns work in laboratories, conduct research, develop, or train people in computer software applications, conduct audits, make presentations, and the list goes on. **Always keep in mind that you only get out of your internship what you put into it.** No matter what your assignment is, it will involve some clerical work. You should complete these tasks with the same care and enthusiasm that you bring to your more challenging assignments. However, if you find that after the first few weeks, your assignments are solely clerical or you do not have enough work to keep you busy and challenged, **contact our office**. Your supervisor expects to work with a competent, punctual, and professional individual who will be a contributing member of the office.

## XIV. ADMINISTRATIVE INFORMATION

### A. Personal Finances

#### Pay

You will be paid every two weeks through direct deposit instead of a live check. Please remember that the **first payday is the Friday of the third week of the program.**

Your rate of pay will depend on your class status **at the time of application.** Federal U.S. income taxes and FICA (social security insurance and Medicare) are withheld from each paycheck. Depending on your location, state taxes may also be deducted.

**All taxes deducted from your paycheck are determined by how YOU complete the W-4 Federal Income Tax and State Income Tax forms. We strongly suggest that you talk with someone knowledgeable on tax issues before the program begins. HNIP staff cannot provide tax advice.**

#### Budgeting

We cannot emphasize enough that the bi-weekly salary HACU pays is meant to cover living expenses while you are on assignment. According to past program evaluations, 91% of interns reported that the salary was sufficient to cover living expenses. Sixty-nine percent of the interns report that the salary is more than sufficient to cover living expenses. **However, do not expect to save money or pay off debts while you are on the program.** Washington, D.C. and other metropolitan areas are expensive areas to live in.

**Since your salary must cover your rent, daily transportation, food, and other personal expenses, it is important that you make a budget before you arrive.** Calculate what your disposable income will be after you have paid rent and allowed for daily transportation and any other regular expenses that you have. No one knows better than you are how much money you need to get by on a daily basis.

**Please be advised that if you claim “exempt” from federal and/or state taxes during the internship period, you may still owe taxes at the end of the year.** Some students have been surprised at the end of the year, or even several years later, that they owe federal and/or state taxes for the internship period. Therefore, it is especially important that you do the proper research before you fill out the tax forms on Paylocity.

### B. Budget Example

Below is an example of Maria’s bi-weekly budget. Maria is an undergraduate from Puerto Rico and works in Maryland at the Department of Health and Human Services. She is single and lives in HACU-arranged housing. On her W-4 federal tax form, she listed one allowance (exemption). On the Maryland State tax form, she listed no allowances (exemptions). Here is a sample of her bi-weekly income and expenses.

#### **Bi-weekly Income**

Gross bi-weekly salary (pre-tax):	\$1,288 (\$644/week x 2)
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**Bi-weekly Deductions**

Federal tax (approx. 10%)	\$128.80
Maryland State tax (approx. 5%)	\$64.40
Social Security (6.2%)	\$79.86
Medicare (1.45%)	\$18.68
Housing	\$640.00
<b>Total Deductions:</b>	<b>\$931.74</b>

<b>Bi-weekly Paycheck</b>	<b>\$356.26</b>
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**Estimated Bi-weekly Expenses**

Transportation (10 workdays x \$12)	\$120 (estimate)
Food	\$100 (estimate)

<b>Funds left</b>	<b>\$136.26</b>
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Therefore, Maria has around \$136.26 per bi-weekly period to spend on entertainment, taxicabs, weekend metro bus/train rides, and other household expenses.

### C. Safety Guidelines

Living and working in Washington, D.C., or in any unfamiliar field location, requires that you give special attention to personal safety issues. You are responsible for ensuring and maintaining your own safety and well-being. Your best judgment and **common sense are the best crime prevention tools at your disposal**. The following are just a few examples of the many precautionary guidelines you may elect to adopt:

- At night, stay in groups.
- Do not carry copious amounts of money or other valuables with you.
- Know bus and train schedules.
- If you are out extremely late at night, invest in a cab home rather than walking or waiting for a bus.
- Take extra precautions at ATM locations. If you have any doubts about safety, go to another machine.
- Be careful with strangers.
- Know your surroundings and get advice from your co-workers on areas to avoid. Some areas of D.C. or your field site may be more dangerous than other locations.
- Let your roommate or someone else know where you are and when to expect your home.
- Alcohol can seriously impair your judgment and your ability to defend yourself. Avoid it.
- Do not endanger yourself or others through negligent or reckless activity.

If a problem does occur, report it to the police. This will minimize the chance that it will happen to someone else. Remember, no amount of money is worth endangering your safety.

#### D. What to Pack

When considering what to bring for your internship experience, there are a few items that will help you throughout the internship. Below is a guide to the *basic* essentials that you will need. We suggest that you speak to your supervisor about the climate during the internship session and the dress code at your office.

- Attire suitable for your office, laboratory, or field assignment (**please ask your supervisor what is appropriate in their office**).
- Walking shoes.
- One outfit suitable for evening wear.
- Sweater or jacket to wear in an air-conditioned office.
- A rain jacket or umbrella.
- Business cards (if you have them).
- Work attire will likely include business suits, dress slacks, blazers, collared shirts, ties and dress shoes for men, business suits, dresses, skirts, blouses, dress slacks, and stockings for women.

**Business attire should be conservative, no short skirts or revealing outfits.** Please keep in mind that you are a professional employee, representing your institution and HACU. Revealing outfits diminish your professional image and can also affect the program's reputation.

If you are working in a laboratory, your wardrobe may be more casual. You may be allowed to wear T-shirts and jeans or clothing that will not interfere with equipment. Suitable work clothes for Field Interns will depend upon the nature of your assignment. Some of you may be working outdoors and you may need to bring work boots or protective clothing.

**Keep in mind that you might attend conferences, career fairs or receptions, so you will need to bring at least one business suit or a formal outfit.**

#### XV. COMMUNICATION ACTION PLAN

Following recent world events HACU has outlined a plan of action that we will implement in situations of perceived danger or natural catastrophe. We need to stress the importance of having clear lines of communication between you and our office. The following plan will help ensure appropriate communication and action will be taken.

Talk to your supervisor about your agency's guidelines and evacuation plan for safety in emergency situations. Locate the closest exit doors and stairwells and familiarize yourself with the area surrounding your Agency.

##### A. Action Plan During Office Hours

If something should occur during regular business hours (Monday through Friday, 9:00 a.m. to 6:00 p.m.) the following plan of action will take affect:

Once we become aware of a situation or event, HNIP staff will attempt to contact you at work and at home. We will attempt to reach you by phone, voicemail, or e-mail. We will

make every effort to reach you directly. If we cannot reach you directly, we will attempt to reach a roommate or supervisor to see if they have knowledge of your whereabouts and welfare.

**\*\* If you need immediate attention, please call our office right away at (202) 467-0893. Do not wait for our office to call you. \*\***

In case HNIP staff is forced to evacuate our building or we are unable to contact you directly on the day of the emergency, HNIP will contact you as quickly as we can to be sure you are safe. Please note that even though we may not be in the office, we will check voice mail and email regularly and follow up when necessary. Therefore, we ask that if you are in need of assistance during a time when we are away from the office, please call our office on (202) 467-0893 and leave a message for the HNIP staff. Be sure you speak clearly and leave your full name and a phone number where you can be reached.

#### **B. Action Plan Outside of Regular Business Hours**

If an incident occurs outside of regular business hours, please follow the same plan of action as for situations that force us to evacuate our office during regular business hours. Call our office (202) 467-0893 ONLY if you need assistance with something that HNIP can provide. After the prompt, leave a message for HNIP staff. You can also utilize the toll-free number for our Government Relations Office, which is (800) 940-4228 and leave a message for your respective Program Coordinator for D.C. or Field.

#### **C. Interns in HACU-Arranged Housing**

##### **If You Have Roommates**

For those of you who have roommates, we would like to ask you designate one person in each apartment (and assign another roommate to be back-up) who, if HNIP has cause to implement the Communication Action Plan, will be in charge of verifying the safety and whereabouts of all your roommates. Please be aware that in such situations the lead individual will be required to know how to always reach you (whether by e-mail or telephone). The lead will also oversee calling the HNIP office should someone in his or her apartment need assistance. This will help HNIP staff navigate any calls we receive more efficiently. Please, know that even if you are NOT the designated person to call for your apartment and still would like to contact us for ANY reason, don't hesitate to do so.

##### **If You Do Not Have Roommates**

We request that you have your supervisor be your first point of contact. If we are immediately unable to reach you, we will contact your supervisor via phone and/or e-mail. Tell your supervisor to leave the HNIP number and extension (202) 467-0893 in a visible place (e.g., in the lunchroom or office bulletin board). Please inform them to call this number if you need HNIP's assistance but are unable to place a call yourself.

#### **D. Interns Who Made Their Own Housing Arrangements**

We request that you have your supervisor be your first point of contact. If we are immediately unable to reach you, we will contact them via phone and/or e-mail. Tell your

supervisor to leave the HNIP number and extension (202) 467-0893 in a visible place (e.g., in the lunchroom or office bulletin board). Please inform them to call this number if you need HNIP's assistance but are unable to place a call yourself.

## **XVI. CONCLUSION**

### **A. Staying Connected**

Whatever your future endeavors may be, HNIP would like to hear about you! Please keep us informed of your academic, professional, and personal ventures. We are always available if you need advice or resources on seeking employment or continuing your education. Please let us know how we can assist you in your post-internship plans.

HNIP has established the HACU Alumni Association (H.A.A.). The mission of the HACU Alumni Association is to “serve as a professional network for alumni and interns, while promoting leadership and service for the current HACU participants”. Your experience and insight help pave the way for current and prospective interns by spreading the word about the HACU National Internship Program!

### **B. Networking**

Before you finish your internship, take some time to reflect on how this experience fits into your future education and career plans. If you are interested in student employment or in future employment with the federal government, begin the necessary processes before you return to school while you have some momentum. If you need letters of recommendation, be sure that you make those arrangements as well.

### **C. Getting the Most from Your Internship**

As you look ahead to your internship assignment, please consider the issues raised in this Handbook. You will find that while the cost of living may be high in Washington, D.C. or your field site, there are many affordable activities that you can create for yourself. Look into attractions that are free of charge. Also, since many other HACU interns are in similar employment and budget situations, social events are often less expensive in groups.

### **D. Advice from Former Interns**

Here is some advice gathered from past interns.

- ✓ Do your best on all tasks, including clerical
- ✓ Take initiative and volunteer for assignments that interest you
- ✓ Ask questions, especially “Why?”
- ✓ Prepare to live with people that have different personalities
- ✓ Create a chore list for you and your roommates to follow
- ✓ Try to understand other points of view
- ✓ Speak up if you have any problems
- ✓ Participate in all activities and take advantage of networking opportunities

## Appendix B

# WORKER RIGHTS

## UNDER EXECUTIVE ORDER 13706

### PAID SICK LEAVE FEDERAL CONTRACTORS

ONE HOUR OF PAID SICK LEAVE FOR EVERY 30 HOURS WORKED, UP TO 56 HOURS EACH YEAR

#### PAID SICK LEAVE

Executive Order 13706, Establishing Paid Sick Leave for Federal Contractors, requires certain employers that contract with the Federal Government to provide employees working on or in connection with those contracts with 1 hour of paid sick leave for every 30 hours they work up to 56 hours of paid sick leave each year.

Employees must be permitted to use paid sick leave for their own illness, injury, or other health-related needs, including preventive care; to assist a family member who is ill, injured, or has other health-related needs, including preventive care; or for reasons resulting from, or to assist a family member who is the victim of, domestic violence, sexual assault, or stalking.

Employers are required to inform employees of their paid sick leave balances and must approve all valid requests to use paid sick leave. Rules about when and how employees should ask to use paid sick leave also apply. More information about the paid sick leave requirement is available at [www.dol.gov/wnd/govcontracts/eo13706](http://www.dol.gov/wnd/govcontracts/eo13706)

#### ENFORCEMENT

The Wage and Hour Division (WHD), which is responsible for making sure employers comply with Executive Order 13706, has offices across the country. WHO can answer questions, in person or by telephone, about your workplace rights and protections. WHO can investigate employer's and recover wages to which workers may be entitled. All services are free and confidential. If you are unable to file a complaint in English, WHD will accept the complaint in any language.

The law prohibits discriminating against or discharging workers who file a complaint or participate in any proceeding under the Executive Order.

#### ADDITIONAL INFORMATION

Executive Order 13706 applies to new contracts and replacements for expiring contracts with the Federal Government starting January 1, 2017. It applies to federal contracts for construction and many types of federal contracts for services.

Some state and local laws also require that employees be provided with paid sick leave. Employers must comply with all applicable requirements.



WAGE AND HOUR DIVISION

UNITED STATES DEPARTMENT OF LABOR [www.dol.gov/wnd/govcontracts](http://www.dol.gov/wnd/govcontracts)

1-866-487-9243

TTY: 1-877-889-5627



WHD-2016 REV 00716