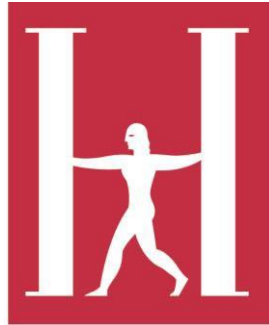


# Intern Handbook

## Spring 2022 Session



**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 (HNIP)**

Opening Doors of Opportunity  
*Abriendo Puertas de Oportunidad*

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## 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. HACU also represents Associate Member Institutions (AMIs), those colleges and universities where Hispanics constitute enrollment levels of at least 10 percent or a minimum of 1,000 Hispanic students. HACU's membership also includes international institutions, partner institutions, and Friends of HACU. While these members do not meet the criteria to become an HSI or AMI, they support HACU and work with us to carry out its mission.

#### **Equal Opportunity Employer**

HACU believes that equal opportunity for all prospective employees is important for the continued success of the organization. Employees are recruited, hired, trained, and promoted on the basis of their qualifications and working experience. The Association does not discriminate against any employee or job applicant because of race, color, religion, gender, age, national origin, or disability. The organization also subscribes to nondiscrimination requirements in federally assisted programs.

### 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; and
- 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 3.0 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 30 years, the program has grown to be the largest Hispanic internship program in the nation. HNIP has placed over 13,000 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 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; and
- 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 and Corporations 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 promotes HNIP nationally and recruits primarily from its member institutions, which includes over 400 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 offer the position to the student. At this time, 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 and private corporations nationwide. However due to the COVID-19 pandemic, all internships will be virtual for the Fall 2021 session, unless otherwise specified.

**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. HACU will order a Total Pay card automatically for each intern and will deposit your net pay into that account by default. We encourage you to read the information packet included with the card thoroughly, especially the schedule of fees. This card will allow you to make purchase, ATM withdrawals everywhere that debit cards are accepted, and it also has online banking features like ACH transfer to another checking account.

You also have the option, however, to have your net pay sent via direct deposit to your own bank account if you have one. You will have to make the change directly on your Paylocity profile. Instructions and log in information to Paylocity will be e-mailed to you prior to starting your internship. You will need to enter the routing and account numbers. Contact your financial institution if you need help identifying those numbers. There are no fees to make this change to direct deposit.

The intern’s regular workweek will consist of a **maximum of 40 hours per week, unless less hours per week are agreed upon with your job supervisor**. Keep in mind that HACU requires a minimum of 20 hours per week, again, unless otherwise agreed upon with your supervisor and HACU. **Overtime hours**—any number of hours worked above 40-hours during the course of 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 be in receipt of a modified/agreement contract before proceeding. Compensation levels for the current session are as follows:

Undergraduate Students	\$15.50/hour
Graduate Students	\$17.25/hour

**E. 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 are imperative to remain in good standing with the program. Neglecting to submit these evaluations could negatively impact the option to extend an internship.

**F. Emergency Insurance & Affordable Care Act Required Health Insurance**

Traditionally, 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. However, this will be **inactive** during this session due to the session being virtual. If you are asked to report to physically report to a work site, notify HACU immediately so that the proper coverage is arranged.

### **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 have to 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 after a one-month training period and 90-day waiting period. 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 Benefits Connect. 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 at their own expense in a group health plan after separation of employment. COBRA administration is conducted by Paylocity, HACU's payroll administrator. Upon separation of employment, interns will receive proper notification from Paylocity of their rights to COBRA coverage.

### **G. Medical Care**

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

**H. 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-being, and life management. EAP benefits are available to all covered employees and family members, regardless of location.

Phone Number: (855) RSL-HELP  
(855-775-4357)  
Rsli@acieap.com  
<http://rsli.acieap.com>

#### I. 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.

##### 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 the course of 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 be in receipt of 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 in a timely manner, **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 they see 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 [https://hacu.net/images/hacu/HR/Meal\\_break\\_rules\\_by\\_state.pdf](https://hacu.net/images/hacu/HR/Meal_break_rules_by_state.pdf) 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 meal 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 (District of Columbia area interns only)**

The District of Columbia Accrued Sick and Save Leave Act of 2008 (ASSLA), as amended, requires District employers to provide paid sick leave to employees. The law is located at D.C. Code Ann. §§ 32-131.01 – 32-131.17. The law covers all employers with employees in the District of Columbia. If a D.C. area intern works for an assignment under a Federal Contract, then the Paid Sick Leave Policy for Executive Order 13706 will supersede this policy. (See EO 13706 Paid Sick Leave Policy on page 14).

All interns with an active assignment in the D.C. area, including part-time workers, are eligible for paid sick leave.

### **Accrual of Paid Sick Leave**

- Covered Interns will accrue one hour of paid sick leave for every 37 hours worked on or in connection with a covered assignment. Accrual will occur on a biweekly basis. Hours worked includes all time for which an employee is or should be paid. For instance, hours worked is 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 eligible to begin using accrued paid sick leave after 90 days of employment.

- 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. An intern may not use more than the maximum accrued leave.
- Interns will have access to their paid sick leave accrual balances via check stubs, W2s etc. through the online payroll system used by HACU.

#### Permitted Uses

An intern may use paid sick leave for time they would otherwise be working on or in connection to their assignment if they are absent because of any of the following:

- An absence resulting from a physical or mental illness, injury, or medical condition of the intern;
- An absence resulting from obtaining professional medical diagnosis or care, or preventive medical care, for the intern, subject to the requirement that the intern make a reasonable effort to schedule paid leave in a manner that does not unduly disrupt the employer's operations;
- An absence for the purpose of caring for a child, a parent, a spouse, domestic partner, or any other family member who has any of the conditions or needs for diagnosis or care described in the two bullets just above;
- An absence if the intern or the intern's family member is a victim of stalking, domestic violence, or sexual abuse, provided that the absence is directly related to social or legal services pertaining to the stalking, domestic violence, or sexual abuse, to:
  - Seek medical attention for the intern or the intern's family member to recover from physical or psychological injury or disability caused by domestic violence or sexual abuse;
  - Obtain services from a victim services organization;
  - Obtain psychological or other counseling;
  - Temporarily or permanently relocate;
  - Take legal action, including preparing for or participating in any civil or criminal legal proceeding related to or resulting from the domestic violence or sexual abuse
  - Take other actions to enhance the physical, psychological, or economic health or safety of the intern or the intern's family member or to enhance the safety of those who associate or work with the employee.

As used in the law, a family member means:

- A spouse, including the person identified by an intern as their domestic partner, as defined in the Health Care Benefits Expansion Act
- Parents of a spouse
- Children (including foster children and grandchildren)
- Spouses of children
- Parents
- Brothers and sisters

- Spouses of brothers and sisters
- A child who lives with an intern and for whom the intern permanently assumes and discharges parental responsibility
- A person with whom the intern shares or has shared, for not less than the preceding 12 months, a mutual residence and with whom the employee maintains a committed relationship, as defined in the Health Care Benefits Expansion Act

#### Limits on Use and Incremental Use

- Paid sick leave is limited by the amount of leave the intern has accrued. Any leave in 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).

#### Communication with Staff Regarding Personal Illness

Interns are responsible for communicating with worksite supervisors and HACU staff members if they will be absent from their work during the internship program. We recommend communicating via email or calling your program manager at HACU as early as possible on the day of your illness and letting them know about your situation and doing the same with your worksite supervisor.

#### Termination/Reinstatement

- If an intern is transferred to a separate division, entity, or location within the District, or transferred out of the District and then transferred back to a division, entity, or location within the District, the intern is entitled to all paid leave accrued at the prior division, entity, or location and is entitled to use all paid leave.
- When there is a separation from employment and the intern is rehired within one year of separation, previously accrued unused paid leave must be reinstated. The reinstatement amount maximum is 56 hours.
- The intern is entitled to use accrued paid leave and accrue additional paid leave immediately upon the re-commencement of employment, provided that the intern had previously been eligible to use paid leave. If there is a separation of more than one year, HNIP will not reinstate accrued paid leave and the rehired intern is considered to have newly commenced employment.
- An intern who is discharged after the completion of a probationary period of 90 days or more, and is rehired within 12 months, may access paid leave immediately.
- Upon separation of employment, HNIP will not make a financial payment to interns for their unused, accrued paid sick leave.

#### Requesting Leave

- An intern must make a reasonable effort to schedule paid leave in a manner that does not unduly disrupt the operations of the employer.

- Interns must request leave at least ten 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.
- If the paid leave is unforeseeable, a verbal request for paid leave must be made prior to the start of the work shift for which the paid leave is requested. In the case of an emergency, the employer must be notified prior to the start of the next work shift or within 24 hours of the onset of the emergency, whichever occurs sooner.
- 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 payroll manager, Ms. Vanessa Rodriguez at [vanessa.rodriguez@hacu.net](mailto:vanessa.rodriguez@hacu.net) or by phone at (210) 576-3254. She will review the request and approve or deny. Ensure to copy [hnip@hacu.net](mailto:hnip@hacu.net) in your request.
4. Once the payroll manager approves, 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 their submission.

#### 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 the HACU Assistant Director of Human Resources, Violet Saavedra, at [violet.saavedra@hacu.net](mailto:violet.saavedra@hacu.net), direct phone (210) 576-3216, or by direct fax (210) 576-3293, for proper approval and filing. Ensure to include [hnip@hacu.net](mailto:hnip@hacu.net) in your email.

Reasonable certification may include:

- A signed document from a health care provider (as defined in § 2(5) of the District of Columbia Family and Medical Leave Act) affirming the illness of the employee;

- A police report indicating that the employee was a victim of stalking, domestic violence, or sexual abuse;
- A court order;
- A signed statement from a victim and witness advocate or domestic violence counselor affirming that the employee is involved in legal action related to stalking, domestic violence, or sexual abuse.

Certification/Documentation will be required within 30 days of the date leave begins. Interns will be notified of any denial of their 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 hold or new homes; or
- Any other details beyond those sufficient to make clear that the time was used for a purpose that justifies the use of paid sick leave.

#### Confidentiality

All information provided to the employer will not be disclosed by the employer, except to the extent that the disclosure is:

- Requested or consented to by the intern;
- Ordered by a court or administrative agency
- Otherwise required by applicable federal or local law.

#### **Paid Sick Leave Policy (Executive Order 13706) – Applicable to all non-D.C. interns**

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 are eligible for paid leave, per the timing mentioned above. 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 includes all time for which an employee is or should be paid. For instance, hours worked is 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 they would otherwise be working on or in connection with a covered contract if they are 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 of a family relationship;
- The intern or family member obtaining diagnosis, care, or preventative care from a health care provider; or
- 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 in excess 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 their 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 payroll manager, Ms. Vanessa Rodriguez at [vanessa.rodriguez@hacu.net](mailto:vanessa.rodriguez@hacu.net) or by direct phone at (210) 576-3254. She will review the request and approve or deny. Please copy [hnip@hacu.net](mailto:hnip@hacu.net) in your email.
4. Once the payroll manager approves, 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 their submission.

#### 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 the HACU Assistant Director of Human Resources, Violet Saavedra, at [violet.saavedra@hacu.net](mailto:violet.saavedra@hacu.net), direct phone (210) 576-3216, or by direct fax (210) 576-3293, for proper approval and filing. Please copy [hnip@hacu.net](mailto:hnip@hacu.net) in your email.



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; or
- Any other details beyond those 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 their 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 (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 with your supervisor when any of the above federal policies are in effect for your office.

## J. 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 the *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.**

## K. Unemployment Benefits

This is a temporary/seasonal internship assignment and as such does not qualify participants for unemployment benefits.

## L. Worker’s Compensation Insurance

This insurance will be **inactive** during this session due to the session being virtual. If you are asked to report to physically report to a work site, notify HACU immediately so that the proper coverage is arranged.

## M. HACU 403(b) Retirement Plan

After an intern is categorized as a “graduate” and no longer a “student” from a college/university, and continues to intern through HNIP, they are eligible to begin receiving HACU employer contributions to a 403(b)-retirement account through Empower Retirement Services.

These employer contributions begin January 1 or July 1 (whichever comes first) after completing **all** of the following requirements and one year of service:

1. Graduation has been completed, intern is no longer enrolled as a student at any college/university and is still employed with HACU through an internship.
2. Intern has completed 1,000 hours of service (no matter full time or part time status) in the previous calendar year or the current calendar year.
3. Intern is 21 years of age or older.

HACU employer contribution percentages are based on years of service. For all employees with less than 10 years of service as of 01-01-2015, the following employer contribution schedule will begin and will be ongoing.

- 7+ years of service – 10% of gross salary (max for new schedule)
- 4+ years of service – 8% of gross salary
- Under 4 yrs – 6% of gross salary

Note: Employer contribution applies to only actively employed interns who have graduated and met all requirements listed above.

Vesting: Vesting in a retirement plan means ownership. This means that each employee will vest, or own, a certain percentage of their account in the plan each year. An employee who is 100% vested in his or her account balance owns 100% of it and the employer cannot forfeit, or take it back, for any reason.

HACU Employer Contribution vesting schedule will be as follows:

- Year 1 of service – 0% vested (Forfeiture of 100% of any employer contributions)
- Year 2 of service– 0% vested (Forfeiture of 100% of any employer contributions)
- Year 3 of service– 100% vested (Employee owns 100% of employer contributions)

Immediately upon eligibility, you may elect to contribute a percentage of your includable compensation, not to exceed 100% of your income or \$18,500 for the 2018 calendar year. If you are age 50 or older during the plan year, you may be able to contribute an additional \$6,000 catch-up amount for the 2018 calendar year. All employee contributions are immediately vested at 100%.

You will be notified by HACU once you are eligible and will receive enrollment instructions.

## **N. Conflict Resolution**

### **Internship Assignment**

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

## **O. 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. Acting in a manner which could cause harm to HACU's or the agency's mission and good name;
3. Perpetrating a fraud against HACU, its contractors, or its members;
4. Communication of a threat of physical harm against another individual, agency, or HACU;
5. Conviction for an illegal act where such conviction could adversely affect the employee's performance;
6. False statements and/or documentation related to the internship application or security clearance processes;
7. Those who violate our anti-harassment discrimination policy;
8. Excessive unexcused absences & tardiness;
9. Any violation of HACU's policies or standards; or
10. 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.**

#### **P. 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 Contact is due by the end of your second 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. Also, interns who resign are not eligible to be members of HACU Alumni Association.**

#### **Q. 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 in their 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; and
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.

### 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

Since HACU will not tolerate anyone engaging in harassment, discrimination, retaliation or inappropriate conduct toward any of our employees and interns, you should immediately report the misconduct, 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. 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.

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.** HACU is an Equal Employment Opportunity Employer. It is committed to providing a work environment for our interns that is free from unlawful employment discrimination, retaliation, inappropriate behavior, and/or harassment. All of our employment related decisions are made without any unlawful consideration of age, gender, disability, pregnancy, sexual stereotyping, genetic information, marital status, veteran status, citizenship, race, color, national origin, religion, sexual preference or orientation, status or service in the uniformed services, or any other factor protected by law. This equal employment opportunity policy applies to all areas of employment including, but not limited to, recruiting, hiring, training, promotion, transfer, compensation, benefits, advancement, discipline, layoff, termination, and other terms and conditions of employment.

**2. HACU also complies with the Americans with Disabilities Act**, as amended by the ADAAA, and all applicable state and local laws prohibiting disability related discrimination. HACU provides reasonable accommodations to disabled individuals in accordance with the terms and conditions of those laws.

**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:

- **Director of HNIP and Strategic Initiatives**

Hannah Roberg: (202) 261-2096

[Hannah.roberg@hacu.net](mailto:Hannah.roberg@hacu.net)

- **Assistant Director of Human Resources**

Violet Saavedra: (210) 576-3216

[violet.saavedra@hacu.net](mailto:violet.saavedra@hacu.net)

- **Senior Executive Director of Federal Relations & HNIP**

Ben Melano: (202) 261-2092

[ben.melano@hacu.net](mailto:ben.melano@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.
- Traveling with the equipment.
- Logging on to the agencies network anywhere outside of the address given as the work site for telework.

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. If you have not considered obtaining academic credit, we encourage you to do so. 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 facilitate the process.

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 your supervisor to identify goals and objectives for your internship. This form is provided by HACU staff via email after 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 cultural tours 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.

**Monthly Progress Reports:** HNIP requires all interns to submit a monthly progress report. 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; and/or
- 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 a 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 to Earn Academic Credit at Your Home Institution**

- 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. INTERNSHIP AGREEMENT

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 at any point after signing the *Internship Agreement*, you withdraw from the internship program, a withdrawal request **must** be made in writing to HACU.

#### VIII. INTERN HOUSING AND TRAVEL

**Due to the COVID-19 pandemic housing and travel services have been suspended for the Spring 2022 session.**

#### IX. 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 as soon as you receive the documents via email.** HNIP staff will complete all the employer sections of form I-9 during orientation. Please read section D below for important documents needed.

**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.

**IMPORTANT.** These documents must be received by HNIP staff by the **third business day following your first day of work.** Failure to submit these forms by the third business day will result to your inability to continue to work until it is resolved.

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 the 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 particular 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 needs 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		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. 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		2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)
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		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. Employment Authorization Document that contains a photograph (Form I-766)		4. Voter's registration card		4. Native American tribal document
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		5. U.S. Citizen ID Card (Form I-197)
		6. Military dependent's ID card		6. Identification Card for Use of Resident Citizen in the United States (Form I-179)
		7. U.S. Coast Guard Merchant Mariner Card		7. Employment authorization document issued by the Department of Homeland Security
		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				

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

**X. 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 fax or 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.

## XI. 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 connect 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.
- 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 learn how to handle life's challenges.

### B. What HNIP Expects of Interns

HACU interns are expected to be exemplary workers at their agency assignment. This means that you will 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 good work ethic.
- Exhibit an enthusiastic attitude.
- Maintain a mature, professional outlook.
- 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 probably 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.

## XII. ADMINISTRATIVE INFORMATION

### A. Personal Finances

#### Pay

You will be paid every two weeks through direct deposit or through your payroll card 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 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

**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 very important that you do the proper research before you fill out the tax forms on Paylocity.

## XIII. 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.

## XIV. CONCLUSION

### A. Keeping in Touch

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 a 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 give careful consideration to 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