



Furlough Notice Internship Program

Program Overview

For Interns/Employees on Furlough Notice

Why: Opportunity to demonstrate the transference of current skills to another unit; explore new applications of job skills and/or learn new tasks or skills with a goal of potentially retaining employment with The University of Iowa. While no guarantee of continuing employment can be made, skill enhancement and demonstration of skills with other units may lead to opportunities for employment in the area where the internship occurred or in other areas where skills would match.

Who: Staff who have received furlough notice and whose current employing unit can release them for at least 40% (2 days/week) up to 100% of their work schedule to work in another unit or some other agreed upon alternate schedule. Staff will continue to be paid by their employing unit while in a practical work internship with another unit.

What: Staff will perform tasks within their skill set and may have an opportunity to learn new skills. Some skill development may require additional training or academic preparation outside the work setting (SkillSoft programs, classes, reading, etc.) and intern must be willing to exert the necessary effort to advance their skills. Focus of skill set development should be on meeting at least the minimum qualifications and potentially some of the desirable qualifications of the job class in which interest is expressed.

When: During the furlough notice period on work time (primarily). Work time in the internship will be paid by the current employing department. Additionally, an unpaid internship may be developed that would occur during the furlough period after employment ends.

Where: Units where potential for vacancies exist or areas with needs that would enhance interns' skills sets or experiences for continuing employment.

How: Apply through current supervisor and Senior HR Leader. Assistance will be provided by Career Development Advising Service in determining current skills, career goals and gaps in skills for positions at the University in which you are interested and have some transferable skills. If an internship would be beneficial, potential units that could meet the learning need would be determined with the assistance of Career Development Advising Service and Learning and Development. Those units will be contacted to assess interest in providing an internship experience. A meeting with those units would be required to determine if this internship meets the needs of both parties. An internship may also be proposed to a unit by the staff member as a part of the networking done in the Furlough Networking Program.

Note: Continued participation in an internship program is based upon acceptable performance at both the employing unit and internship site(s). Participation in an internship does not guarantee continuing employment at The University of Iowa.

For Supervisors of Furlough Notice Staff/Potential Interns

Why: Supports staff who will lose their position through no fault of their own by building their skill set; allows the unit to complete their restructure or begin to shift the workload and adjust more gradually to the work restructure; demonstrates our commitment to remaining staff which effects morale and the perception of the University as a good place to work.

Who: Supervisor and unit leadership in current employing unit make the decision if the internship would work for the unit recognizing that the currently employing unit will pay the intern's salary while they are in the internship in another unit.

What: With the cooperating unit that is accepting the intern, terms and conditions of the internship can be negotiated to meet all parties' needs.

When: The timing of when an internship begins and ends is based upon a mutually agreed upon date between the current employing unit and the internship site.

Where: In the unit that chooses to be an internship site.

How: By cooperation among the internship site, staff member, and employing unit an internship agreement is developed; by providing honest feedback about how the agreement is working to both the intern and the cooperating site; by completing an evaluation of skill set at the end of the internship and developing a letter of reference.

For Cooperating Supervisors at Internship Units

Why: Opportunity to preview work skills and aptitude; opportunity to have project work that builds upon and enhances the skills of the employee done with payment by the employee's current employing unit not the internship unit; opportunity to share expertise to develop additional skills so UI can retain staff who have knowledge of UI policy, procedures, and needed skills.

Who: The unit can decide if there is an opportunity either through a potential vacancy, a project, or an educational program to assist a staff member on furlough notice demonstrate how skills can be transferred, gained and used in the work setting.

What: With the currently employing unit, terms and conditions of the internship can be negotiated to meet all parties' needs. If the internship occurs after employment ends, the internship will be an unpaid learning experience and will be negotiated based upon the needs of the intern and internship site.

When: The timing of when an internship would begin and end is based upon a mutually agreed upon dates between the current employing unit and the internship site.

Where: In your unit.

How: By cooperation among the internship site, staff member and employing unit an internship agreement is developed; by providing a learning opportunity to develop or enhance skills for potential continued employment; by providing honest feedback about how the agreement is working to all parties; by providing feedback to intern about their progress and how they can enhance their ability to obtain continuing employment; by considering the intern for potential vacancies in your unit or referring them to other units with vacancies which meet the skill set of the intern; by completing an evaluation of skill set at the end of the internship and developing a letter of reference.

Furlough Notice Internship Program Application

Intern Applicant: _____ Employing Unit: _____

Employment Date: _____ Furlough Notice End Date: _____

UI Job Classification: _____ Working Job Title: _____

Supervisor: _____ Work Schedule: _____

Career Goal: _____

Available Hours for Internship: _____

Internship Rationale: (Explain training need or other reason for internship) _____

Summary of Current Experience and Skills: (attach resume)

Career Development Needs Assessment (completed with Career Development Advising Service):

Career Development Plan (completed with Career Development Advising Service):

Proposed Internship Location Based on Need/Opportunity: _____

Participation in a Furlough Notice Internship does not guarantee
continuing employment with The University of Iowa.

Furlough Notice Internship Agreement

Employee _____

Employing Unit Representative _____

Internship Site Representative _____

Start Date of Internship _____ End Date of Internship _____

It is agreed among the parties noted above that the employee will participate in a learning opportunity as noted below for a defined period of time. Participation in the internship is predicated on the continuing performance of the staff member.

Employing Unit Schedule (if applicable) _____

Assignment(s) if different than current (attach job description or other pertinent documents) _____

Internship Schedule _____

Agreed Upon Goals of Internship _____

- Learning Plan _____

- Project Assignments (attach job description or other pertinent documents) _____

Follow Up by Internship Coordinator to assure learning needs are met _____

Participation in a Furlough Notice Internship does not guarantee continuing employment.

Employee (date) Employing Department (date)

Internship Department (date) Internship Coordinator (date)

Role and Responsibilities of Intern

1. Meet with representative from Compensation and Classification to learn about the Furlough Program and the Furlough Notice Internship Program.
2. Meet with Career Development Advising Service (CDAS) to explore career options at UI and develop skills list that can be transferred as well as skills that could be developed with reasonable effort that would enhance opportunities for continuing employment within the University. For bioscience research positions, also meet with a bioscience advisor regarding research skills. Define career goal, develop a possible learning plan and commit to exploring an internship experience.
3. Discuss possibility of an internship with Org Senior HR Leader/designee and supervisor.
4. If Org Senior Leader and supervisor are agreeable to exploring an internship, follow up with Career Development Advising Service (or upon referral to Learning and Development) to formalize learning plan and explore internship sites. A proposed internship site could also be found while networking as part of job search.
5. With assistance from CDAS staff or Learning and Development staff present internship proposal to employing unit and internship site representatives.
6. If all parties approve, enter internship with learning mindset. Be open to feedback. Perform according to expectations in both employing unit (if continuing in that unit) and internship unit.
7. Assume the responsibility for any academic preparation that is needed to meet career goal.
8. Engage thoroughly in the internship experience and meet periodically with internship coordinator to assess if learning needs are being met.
9. Continue to pursue job opportunities through Furlough Networking Program and JOBS@UIOWA through the Furlough Program.

Role and Responsibility of Compensation and Classification Staff

1. Conduct meetings with staff given Furlough Notice to discuss Furlough program including option for Furlough Notice Internship Program.
2. Conduct periodic follow up with staff to remind them about services and programs available.

Role and Responsibility of Career Development Advising Service and/or Learning and Development Staff and Furlough Notice Internship Program Coordinator

1. Meet with the employee to discuss Career Development Advising Service.
2. If employee is interested, work with the employee to assess current skills versus needed skills for potential continuing employment with UI.

3. Work with employee to develop career plan and learning needs plan and assess if potential internship sites exist.
4. Contact unit(s) to determine if an internship would be feasible.
5. Refer employee to internship site(s) to present internship proposal.
6. Work with Senior HR Leaders to finalize internship agreements.
7. Periodically, check in with employee and employing unit to assess if learning plan is being met.

Role and Responsibility of Employing Supervisor and Senior HR Leader and Internship Site Supervisor and Senior HR Leader

1. Be open to employee interest in an internship.
2. Explore options to make the internship feasible. Recognize that employing unit will continue to fund the salary and benefit expense.
3. Employing unit should assist employee with reference to internship site to support the internship.
4. Participate in finalizing the internship agreement by realigning work schedule, work assignments, learning opportunities to meet the needs of all parties.
5. Work collaboratively to address time off needs, work space/equipment, and supervision.
6. Provide feedback to both the employee and the other site about how the agreement is working and address any issues promptly to maximize potential for success.
7. If the arrangement is not working out for either unit, employing unit has the ongoing employment responsibilities. If it is an unpaid internship during furlough period, internship would cease.
8. If employee has concerns that learning needs are not being met by internship site, Career Development Advising Service representative would work with the employee to address those issues with the internship site.