



VAN BUREN
CHARTER TOWNSHIP

COMMUNICATIONS
INTERNSHIP PROGRAM

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Internship Overview

Van Buren Township (VBT) Communications Department is a Wayne County local government department within Van Buren Charter Township positioning themselves into becoming an active and vibrant community. This program offers an intensive semester based, hands-on, non-paid communications, video production and social media training program. The program follows a college semester calendar, including exam weeks. The summer semester internship combines both summer sessions. Content from this document was taken from the VBT Staff Policies & Procedures Manual and redrafted to follow VBT's goals and core priorities. Advancing between the internship levels, listed in this document, is at the description of the Communications Staff and the student making sure they meet all requirements.

Rookies

The first month of the Rookie semester is the training period. Evenings are spent attending hands-on internal workshops. Day shifts are spent learning to use equipment through hands-on training and exams. For the remainder of the internship, interns are expected to work with minimal supervision, while continuing to learn basic production techniques. During the Rookie semester, hands-on experience is gained by completing the internship requirements as outlined by the Communications Staff. Rookie interns will receive one-on-one mentoring, training and critiques for their work. Interns will learn the following basic skills:

All Tracks:

- Studio and Field Camera Operations
- Non-Linear Editing
- Audio Mixing and Microphone Usage
- Lighting Techniques
- Cable Wrapping
- Control Room Operations
- Social Media Applications
- Live Meeting Production
- Studio Production Operations
- Resume and Cover Letter Writing

Reporting Track:

- On-Air Presence and Delivery
- Live Reporting and Interviewing
- News Package Production
- Multimedia Journalism

Studio Production Track:

- Directing, Technical Directing and Producing Techniques
- News Package Production Creative Software Applications (i.e. After Effects)

Creative Production Track:

- Creative Directing and Producing Techniques

Promotional Spot and Public Service Announcement Production
Creative Software Applications (i.e. After Effects)

Social Media & Promotion Track:

Event Planning and Promotion
Promotional Spot and Public Service Announcement
Production Creative Software Applications (i.e. After Effects, Canva)
Content Creation and Scheduling for Multiple Social Media Platforms

The Rookie semester is just the start towards a successful career in Multimedia Communications. Those who strive for success in the industry are encouraged to return to the Internship Program the following semester as a Junior. All Rookie requirements must be completed to qualify for Junior status. Junior status may be attained early if all Rookie requirements and hours are completed ahead of schedule.

Juniors

Those who are interested in continuing their internship experience and invited to return may advance to Junior status, given that all Rookie requirements are successfully completed. Junior interns are expected to have mastered basic skills, while continuing to learn the following advanced skills:

All Tracks:

Advanced Field Production
Advanced Non-Linear Editing
Resume Reel and Portfolio Development
Job Shadowing

Reporting Track:

Advanced Hosting and Anchoring

Studio Production Track:

Advanced Control Room Operations

Creative Production Track:

Post-Production Techniques

Social Media & Promotion Track:

Brand Management
Campaign Development and Implementation

During the semester, Junior interns will apply advanced skills that they have acquired to full-length programs or projects. By the end of the semester, a Junior intern should be able to produce elements of a full-length production or project with little to no supervision. Interns will not be considered for paid positions until after their Junior requirements are complete.

Seniors

Senior interns have the opportunity to mentor other interns and gain valuable experience teaching and developing others. Interns at this level are expected to have mastered basic and advanced skill requirements. They are expected to handle overseeing a series of full-length productions or projects with

little to no supervision. Senior interns will continue spending time learning the following advanced skills:

Reporting Track:

Program Content Production

Studio Production Track:

Program Production

Creative Production Track:

Advanced Post-Production Techniques

Social Media & Promotion Track:

Project/Campaign Management

Paid Internships

Paid internships may be granted to any intern as deemed appropriate by the Communications Staff & Township Supervisor.

Paid Opportunities

The Internship Program operates on a voluntary, non-paid basis. Occasionally, there may be opportunities for interns to be compensated for work performed; for example, serving as crew for a “VBT Live” televised meeting during a semester break. All such opportunities are offered by the Internship Coordinator and/or Communications Specialist. The appropriate paperwork must be submitted to the Human Resources Department in advance of work being performed. Interns submitting paperwork after work has been performed may not be compensated for their efforts. Additional questions may be addressed to the Human Resources Director.

Schedule Requirements

Rookie Interns

- Must be available to work Monday – Thursday after 5 pm.
- Must have at least two 4-hour shifts Monday – Thursday between 9 am & 5 pm.
- Must attend all mandatory Rookie training workshops.
- Rookie intern schedules are approved by the Communication Staff.

Junior Interns

- Must be available to work all night meetings during the Rookie training period.
- Must have one weekday shift and one evening shift (Monday – Thursday).
- Must have one additional floating shift (anytime).
- Must attend all mandatory Junior training workshops.
- Junior intern schedules are approved by the Communication Staff.

Senior Interns

- Must be available to work all night meetings during the Rookie training period.
- Must have at least one scheduled day shift and one floating shift.

- Must attend all mandatory Senior training workshops.
- Senior intern schedules are approved by the Communication Staff.

Paid Interns

- **Must** arrange work schedule with the Communication Staff.

Freelancers

- Must arrange work schedule with the Communication Staff.

Semester Off

Interns who have successfully completed one semester in the program and are in good standing may be eligible to take a semester off or leave of absence from active participation, with an option to return to active duty following their time off. All such arrangements must be approved by the Communication Staff.

All Rookie interns taking a term off from active participation in the program may only return at the Junior intern staff level. They will then be re-evaluated prior to promotion to the next level. All of the basic scheduling requirements of a given staff level will apply in cases where an intern returns to the program.

Attendance

Interns must be present for the full duration of all scheduled shifts and must arrive no later than their scheduled start time. All time off and schedule change requests must receive prior approval. If time off is granted, the intern is responsible for making up hours and assignments missed.

Excused Absence

Time off requests from a scheduled day shift or night meeting must be in writing and submitted at least 48 hours in advance. If 48 hours notice is not given, time off may **NOT** be granted. To request time off, submit an online "Time Off Request" form. No more than **three (3) excused absences** will be allowed during the contract period.

Unexcused Absence

Absence from a scheduled day shift or night meeting without prior approval will be counted as an **unexcused absence**. **One (1) unexcused absence** during the contract period may result in immediate dismissal from the program.

Excused Late Arrival

Unavoidable late arrivals will be excused if they are approved by a staff member **before the start of the shift**. No more than **three (3) excused late arrivals** will be allowed during the contract period.

Unexcused Late Arrival

Arriving any time after a scheduled start time without prior notification will be counted as **one (1) unexcused late arrival**. **Three (3) unexcused late arrivals** during the contract pe-

period count as **one (1) unexcused absence** and may result in immediate dismissal from the program.

Excused Early Departure

Leaving early from a scheduled shift will be excused if it is approved by a staff member **before the start of the shift**. No more than **three (3) excused early departures** will be allowed during the contract period.

Unexcused Early Departure

Leaving early from a scheduled shift without prior notification will be counted as an **unexcused early departure**. **Three (3) unexcused early departures** during the contract period count as **one (1) unexcused absence** and may result in immediate dismissal from the program.

Schedule Changes

Permanent and temporary **schedule changes** are allowed to accommodate school and personal requirements. Schedule changes must be requested in writing and submitted at least 48 hours in advance. No more than **three (3) schedule changes** will be allowed during the contract period.

Deadlines

Interns **must** meet assignment deadlines. Assignments must be submitted within the time frame given.

For each assignment received, an "Assignment Checklist" form must be completed and submitted. Checklists will be compared with assignment requirements and due dates. **Assignments not accounted for with a checklist and/or incomplete checklists will be considered late or missed!** Missed or late assignments are subject to disciplinary action.

Excused Late Assignment

Interns must provide at least a 48 hour notice that an assignment will not be completed on time. If a 48 hour notice is provided and a deadline extension is granted, the assignment will be counted as an **excused late assignment**. Deadline extensions for **excused late assignments** must be requested in writing and within 48 hours. To request a deadline extension, submit an online "Assignment Deadline Extension" form. No more than **two (2) excused late assignments** will be allowed during the contract period.

Unexcused Late Assignment

Failing to provide at least a 48 hour notice that an assignment will not be completed on time will be counted as an **unexcused late assignment**. **One (1) unexcused late assignment** during the contract period may result in immediate dismissal from the program.

Missed Assignment

Failure to complete an assignment will be counted as a **missed assignment. One (1) missed assignment** during the contract period may result in immediate dismissal.

Equal Employment Opportunity (EEO)

Van Buren Charter Township provides equal employment opportunities in accordance with applicable laws to all employees and applicants for employment without regard to race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, qualified disability, gender identity, results of genetic testing, height, weight, familial status or qualified service in the military. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

Van Buren Charter Township expressly prohibits any form of unlawful employee harassment or discrimination based on any of the characteristics mentioned above. Improper interference with the ability of other employees to perform their expected job duties is absolutely not tolerated.

At-Will Employment

Your employment with Van Buren Charter Township is at-will, with the exception of union employees. This means that neither you nor Van Buren Charter Township has entered into a contract regarding the duration of your employment. You are free to terminate your employment with Van Buren Charter Township at any time, with or without reason. Likewise, Van Buren Charter Township has the right to terminate your employment, or otherwise discipline, transfer, or demote you at any time, with or without reason, at the discretion of Van Buren Charter Township.

No employee of Van Buren Charter Township can enter into an employment contract for a specified period of time, or make any agreement contrary to this policy without written approval from the three full-time elected officials and Board approval.

Workplace Etiquette & Safety

Nepotism, Employment of Relative and Dating in the Workplace

The Township wants to ensure that practices do not create situations such as conflict of interest or favoritism. This extends to practices that involve employee hiring, promotion and transfer. Close relatives, partners, those in a dating relationship or members of the same household are not permitted to be in positions that have a reporting responsibility to each other. Close relatives are defined as husband, wife, father, mother, father-in-law, mother-in-law, grandfather, grandmother, son, son-in-law, daughter, daughter-in-law, uncle, aunt, nephew, niece, brother, sister, brother-in-law, sister-in-law, step relatives and cousins.

If employees begin a dating relationship or become relatives, partners or members of the same household and if one party is in the Township Supervisor, Clerk, Treasurer and/or director position, that person is required to inform the Township Supervisor or designated representative of the relationship. The township reserves the right to apply this policy to situations where there is a conflict or the potential for conflict because of the relationship between employees.

Drug-Free Workplace

Van Buren Township prohibits all employees/interns from manufacturing, distributing, dispensing, possessing or using an illegal drug in or on Township premises or while conducting Township business. This prohibition applies to medical marijuana. Employees/interns are also prohibited from misusing legally prescribed or over-the counter (OTC) drugs. This policy applies to all employees/interns and all applicants for employment of the Township. Van Buren Charter Township is a community in which responsibilities and freedoms are governed by policies and codes of behavior, including penalties for violations of these standards as stated in your manual. Van Buren Charter Township has a standard of conduct, which prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by employees on Van Buren Charter Township's site and/or client sites or as a part of Van Buren Charter Township's activities. Van Buren Charter Township will impose disciplinary sanctions on employees ranging from educational and rehabilitation efforts up to and including expulsion or termination of employment and referral for prosecution for violations of the standards of conduct. Each situation will be looked at on a case-by-case basis. See your Personal Service Agreement, Collective Bargaining Agreement or Salaried Policies and Procedures Manual.

It is the goal of Van Buren Charter Township to maintain a drug-free workplace. To that end and in the spirit of the Drug-Free Workplace Act of 1988, Van Buren Charter Township has adopted the following policies:

- The unlawful manufacture, possession, distribution, or use of controlled substances is prohibited in the workplace including medical or recreational marijuana, except as otherwise provided by state law.
- Employees who violate this prohibition are subject to corrective or disciplinary action as deemed appropriate up to and including termination.
- As an ongoing condition of employment, employees are required to abide by this prohibition and to notify, in writing and within five (5) days of the violation, her/his Director of any criminal drug statute conviction they receive.
- If an employee receives such a conviction, Van Buren Charter Township shall take appropriate personnel action against the employee up to and including termination.
- Van Buren Charter Township provides information about drug counseling and treatment.
- The following are Van Buren Charter Township rights as the employer for required drug screening:
 - Pre-employment
 - Reasonable suspicion
 - Random
 - Post-Accident involving a township vehicle
 - Follow-up for return to work

Inspection

Van Buren Township reserves the right to inspect all portions of its premises for drugs, alcohol or other contraband. All employees/interns may be asked to cooperate in inspections of their persons, work areas, and property that might conceal drugs, alcohol or other contraband. Employees/interns who possess such contraband or refuse to cooperate in such inspection are subject to appropriate discipline up to and including termination.

Open Door Policy

It is the Township's desire to provide good working conditions and maintain harmonious working relationships among employees/interns, as well as between employees/interns and management, because doing so helps to ensure the orderly and efficient operation of Township business. In order to correct any work-related problems, the Township must be fully informed about them. Therefore, the Township has an "open door" policy. VBT interns are encouraged to discuss concerns or suggestions with tCommunications Staff. If an intern believes that the Communications Staff has not, or cannot, adequately address the situation, they are encouraged to discuss it with the Human Resources Director. This procedure should in no way foreclose the direct discussions Supervisors have always had on an informal basis with employees/interns.

Workplace Harassment

Van Buren Charter Township intends to provide a work environment that is pleasant, professional, and free from intimidation, hostility or other offenses, which might interfere with work performance. Harassment of any sort—verbal, physical, visual—will not be tolerated, particularly against employees based on a protected classification. These classifications include, but are not necessarily limited to race, color, religion, sex, age, sexual orientation, national origin or ancestry, disability, medical condition, marital status, veteran status, height, weight, familial status, or any other protected status defined by law.

Harassment and Complaint Procedure

Sexual and other unlawful harassment is a violation of Title VII of the Civil Rights Act of 1964 (Title VII), as amended, Michigan's Elliott-Larsen Civil Rights Act and other applicable laws. Harassment based on a characteristic protected by law, such as race, color, ancestry, national origin, gender, sex, sexual orientation, gender identity, marital status, religion, age, qualified disability, veteran status, height, weight, familial status or other characteristic protected by state or federal law, is prohibited.]

It is Van Buren Charter Township's policy to provide a work environment free of sexual and other harassment. To that end, harassment of Township's employees by management, supervisors, coworkers, or nonemployees who are in the workplace is absolutely prohibited. Further, any retaliation against an individual who has complained in good faith about sexual or other harassment or retaliation against individuals for cooperating with an investigation of a harassment complaint is similarly unlawful and will not be tolerated. The Township will take all steps necessary to prevent and eliminate unlawful harassment.

Definition of Unlawful Harassment

"Unlawful harassment" is conduct that has the purpose or effect of creating an intimidating, hostile, or offensive work environment; has the purpose or effect of substantially and unreasonably interfering with an individual's work performance; or otherwise adversely affects an individual's employment opportunities because of the individual's membership in a protected class.

Unlawful harassment includes, but is not limited to, epithets; slurs; jokes; pranks; innuendo; comments; written or graphic material; stereotyping; or other threatening, hostile, or intimidat-

ing acts based on race, color, ancestry, national origin, gender, sex, sexual orientation, marital status, religion, age, qualified disability, veteran status, height, weight, familial status or other characteristic protected by state or federal law.

Definition of Sexual Harassment

“Sexual harassment” is generally defined under both state and federal law as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature where:

- Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of any individual’s employment or as a basis for employment decisions; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, or offensive work environment.
- Other sexually oriented conduct, whether intended or not, that is unwelcome and has the effect of creating a work environment that is hostile, offensive, intimidating, or humiliating to workers may also constitute sexual harassment.
- While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct that, if unwelcome, may constitute sexual harassment depending on the totality of the circumstances, including the severity of the conduct and its pervasiveness:
 - Unwanted sexual advances, whether they involve physical touching or not;
 - Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one’s sex life, comments about an individual’s body, comments about an individual’s sexual activity, deficiencies, or prowess;
 - Displaying sexually suggestive objects, pictures, or cartoons;
 - Unwelcome leering, whistling, brushing up against the body, sexual gestures, or suggestive or insulting comments;
 - Inquiries into one’s sexual experiences; and
 - Discussion of one’s sexual activities.

All employees should take special note that, as stated above, retaliation against an individual who has complained in good faith about sexual harassment and retaliation against individuals for cooperating with an investigation of sexual harassment complaint is unlawful and will not be tolerated at Van Buren Charter Township.

Complaint Procedure

Any employee who believes he or she has been subject to or witnessed illegal discrimination, including sexual or other forms of unlawful harassment, is requested and encouraged to make a complaint. You may, but are not required to, complain first to the person you feel is discriminating against or harassing you. You may complain directly to your immediate supervisor or department director or any other member of management with whom you feel comfortable

bringing such a complaint. Similarly, if you observe acts of discrimination toward or harassment of another employee, you are requested and encouraged to report this to one of the individuals listed above.

No reprisal, retaliation, or other adverse action will be taken against an employee for making a good faith complaint or report of discrimination or harassment or for assisting in the investigation of any such complaint or report. Any suspected retaliation or intimidation should be reported immediately to one of the persons identified above.

All complaints will be investigated promptly and, to the extent possible, with regard for confidentiality.

If the investigation confirms conduct contrary to this policy has occurred, the Township will take immediate, appropriate, corrective action, which may include discipline up to and including immediate termination.

Workplace Bullying

Van Buren Charter Township defines bullying as “repeated inappropriate behavior, either direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment.” Such behavior violates the township code of ethics, which clearly states that all employees will be treated with dignity and respect.

The purpose of this policy is to communicate to all employees, including the Township Supervisor, Clerk, Treasurer and/or directors that the township will not tolerate bullying behavior. Employees found in violation of this policy will be disciplined up to and including termination.

Bullying may be intentional or unintentional. However, it must be noted that where an allegation of bullying is made, the intention of the alleged bully is irrelevant and will not be given consideration when meting out discipline. As in sexual harassment, it is the effect of the behavior upon the individual that is important. Van Buren Charter Township considers the following types of behavior examples of bullying:

- Verbal bullying: Slandering, ridiculing or maligning a person or his/her family; language that is hurtful, insulting or humiliating; using a person as the butt of jokes; abusive and offensive remarks.
- Physical bullying: Pushing, shoving, kicking, poking, tripping, assault or threat of physical assault; damage to a person’s work area or property.
- Gesture bullying: Nonverbal threatening gestures or glances that convey threatening messages.
- Exclusion: Socially or physically excluding or disregarding a person in work-related activities.

Violence in the Workplace

All employees/interns, residents and vendors must be treated with courtesy and respect at all times. Employees/interns are expected to refrain from conduct that may be dangerous to others.

The Township encourages employees/interns to bring their disputes to the attention of their Supervisors and the Human Resources Department before a situation escalates. Conduct that threatens intimidates or coerces another employee/intern, resident or a vendor will not be tolerated. Township resources

may not be used to threaten, stalk or harass anyone at the workplace or outside the workplace. The Township handles threats coming from an abusive personal relationship as it does other forms of violence. Indirect or direct threats of violence, incidents of actual violence and suspicious individuals or activities should be reported as soon as possible to supervisory personnel, Human Resources or the Police Department. When reporting a threat or incident of violence, the employee/intern should be as specific and detailed as possible. Employees/interns should not place themselves in danger during an incident.

Employees/interns should promptly inform the Human Resources Department of any protective or restraining order that they have obtained that lists the workplace as a protected area. Employees/interns are encouraged to report safety concerns with regards to domestic violence. Van Buren Township is committed to supporting victims of domestic violence. The Township will not retaliate against employees/interns making good-faith reports.

Van Buren Township will promptly and thoroughly investigate all reports of threats of violence or incidents of actual violence, and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as possible. In order to maintain workplace safety and the integrity of its investigation, the Township may suspend employees/interns suspected of workplace violence or threats of violence, either with or without pay, pending investigation.

Anyone found to be responsible for threats of or actual violence or other conduct that is in violation of these guidelines will be subject to disciplinary action up to and including termination.

Safety

It is the responsibility of each employee/intern to conduct all tasks in a safe and efficient manner complying with all federal, state and local safety and health regulations and Township standards, and with any special safety concerns for use in a particular area.

Although most safety regulations are consistent throughout each department, each employee/intern has the responsibility to identify and familiarize her/himself with the emergency plan for his/her working area. Each facility shall have posted an emergency plan detailing procedures in handling emergencies such as fire, weather-related events and medical crises.

Reporting Incidents/Accidents

Employees/interns shall immediately report all injuries, regardless of the extent, arising out of their employment. An injury, however slight, may require immediate or later medical attention.

It is the responsibility of the intern/employee to complete an "Incident and Accident Report" within 24 hours for each safety and health incident/accident that occurs or that an employee/intern witnesses.

Reservations

Use of field equipment, editing stations and the studio may be reserved for both weekday and weekend use. Without a reserved time, there is no guarantee that you will be able to use the equipment, editing stations or studio.

We recognize the stress on available time to use the equipment. To reduce conflicts:

- Everyone is welcomed and encouraged to work outside their scheduled shifts to complete their exams and assignments.

- Pre-plan your editing projects and have all the elements ready for your reserved time (clips imported, VO written/recorded and the entire assignment planned out).
- Recognize the fact that other interns need to use the equipment when they have time reserved. Please respect their time and do not run past your allotted time.
- Be patient, everyone has deadlines to meet. Work together and respect one another. Remember we are a team!

Field Equipment

Reservations may only be for **4 hour blocks** of time. Interns may be preempted from using field equipment, if it is determined by staff that another project is of higher priority. To reserve field equipment, interns must log in to the online reservation system and follow the "Reservations & Check Out Procedures".

Editing Stations

Reservations may only be for **4 hour blocks** of time. **When reserving time, include your name and the project you are working on.** Interns may be preempted from using an editing station if it is determined by staff that another project is of higher priority. To reserve an editing station, interns must log in to the online reservation system and follow the "Reservations & Check Out Procedures".

Studio

To reserve the studio, email all staff, Communications@vanburen-mi.org to schedule a tentative program taping time. The Administrative Assistant will book the studio time and any staff time that is needed. Confirm the guests, topic and host. Email all staff, Communications@vanburen-mi.org whether the taping time is confirmed, changed or canceled.

Field Equipment Sign-Out

When using VBT equipment, in the building or off-site, you must sign out the equipment through the online reservation system. A staff member must verify and approve **in person** all check-outs and check-ins of field equipment.

All equipment must be put away immediately upon check-in (after footage has been uploaded). Do **NOT** leave field equipment in the hallway, studio, control room or editing suite, unless instructed by staff.

Field equipment may be checked-out overnight and for the weekend to an intern who has completed all Rookie workshops and exams, received prior approval and has a scheduled shoot the following morning or during non-business hours. **If the proper procedures are not followed, privileges may be denied.** Equipment must be returned in a timely fashion and not kept for an extended period of time. Reservations and check-outs are only allowed for 4 hour blocks of time. Equipment must be picked up and signed out by 5 pm for overnight use and by 5 pm on Friday for weekend use. All equipment signed out for weekend use must be returned by 9 am the following business day. When signing out equipment, it must be stored securely indoors and not left unattended in vehicles overnight.

Care of Equipment

Every intern is individually responsible for the proper care and use of VBT property and equipment

and is accountable for what is issued to him/her. VBT property and equipment is to be used only for VBT purposes and to be operated only by VBT staff and interns.

Each individual may be held **personally (and financially) responsible** for any damage to, or loss of, VBT property and equipment resulting from his/her carelessness or negligence. Interns must immediately report any damage or loss of property and equipment to a staff member by completing a "Maintenance Request" form and contacting a staff member directly.

If an intern is deemed as being negligent with VBT equipment, appropriate measures will be taken by the Communications Staff up to and including dismissal from the program.

Key Sign-Out

Any intern who has completed all Rookie workshops and exams, including "Lock-Up Procedures" may sign out keys. The intern who signed out the key is responsible for the key and all lock-up procedures, **until the key is checked back in by a staff member**. Keys **must** be returned by 9 am the following business day from the date signed out.

Keys must be signed out by a staff member and initialed on the "Spare Key Sign-Out" clipboard. Keys cannot be signed out unless approved by a staff member. Keys can be signed in by directly handing them to a staff member or dropping them into a staff member's mailbox.

If an intern has earned the rank of night meeting producer, he/she may request long term use of a set of keys. However, the keys must be turned in upon completion of their duties as night meeting producer.

Please plan accordingly when working after hours and on weekends, as there are a limited number of keys available and issued on a first-come, first-serve basis. Staff will not be available to let interns into the building after 5 pm, Monday – Friday or any time on the weekends. Those interns with keys checked out will determine when the building will be accessible to other interns after hours and on the weekends.

Keys cannot be handed off to another intern without receiving prior approval from a staff member. If the proper procedures are not followed, privileges may be denied.

Parking/Entering & Exiting the Building/Smoking

Parking: Interns are to park in the Municipal Building **main parking area only**. Interns **cannot** park in the first row of the main parking area. The parking area in the back of the building is to be used **only** for loading and unloading equipment. Cars **cannot** be in this area for more than **10 minutes** at any one time. Cars may only park at the side entrance door **after 5 pm** weekdays and on the weekends.

Entry into the Building: Interns are to enter and exit through the front entrance. The side door is to be used only for loading and unloading equipment. **Knocking on the door and propping the door wide open is unacceptable**. Interns must enter from the front entrance to gain access to load or unload equipment. Interns may **exit** through the side door when there are night meetings or workshops.

Smoke-Free Workplace: It is the policy of Van Buren Township to prohibit smoking and use of tobacco products on all Township premises. Smoking is defined as the “act of lighting, smoking, or carrying a lighted or smoldering cigar, cigarette, or pipe of any kind, including e-cigarettes.”

Tobacco products include chewing tobacco, all smoked tobacco products and all other forms of smokeless tobacco products.

The smoke-free workplace policy applies to:

- All areas of Township buildings
- All Township-sponsored off-site conferences and meetings
- All vehicles owned or leased by the Township
- All visitors to the Township premises
- All contractors and consultants and/or their employees working on Township premises
- All employees, temporary employees, interns, seasonal workers and visitors

Smoking and use of tobacco products is **only** permitted in parking lots that are at least 50 feet from any Municipal Building including, but not limited to, the Township Hall, the Public Safety Building, the Service Center and all Fire Stations. Van Buren Township is not required to give employees/interns any additional breaks for smoking other than the breaks granted to employees/interns outlined in this Policies & Procedures Manual. Littering after the use of smoking and tobacco products (including cigarette butts) will not be tolerated on any Township property and offenders may be subject to dismissal from the program.

Township Vehicle Use

A Township vehicle may be available to interns who are 21 years or older, for work related use, during regular business hours. We encourage all approved interns to use the Township vehicle rather than personal vehicles when a Township vehicle is available. All vehicles are to be operated in accordance with applicable state and local traffic laws. In order to be granted approval for use, a valid driver’s license and driving record background check is required. If the background check comes back negative, interns are denied the right to use Township vehicles. Township vehicles are to be used for Township business only and transporting other individuals for non-business purposes is not allowed.

Interns will **NOT** be able to drive a Township vehicle until a background check is completed and permission is granted. If an intern needs to check out a Township vehicle he/she must notify a Communications Specialist to reserve the vehicle for use. Vehicle keys must immediately be returned upon returning the vehicle to the lot. Keys cannot be kept.

When operating a Township vehicle, the intern’s first responsibility is to safely operate the vehicle. Cellular and other wireless communications is not allowed, while driving. Any lengthy conversation will require that the vehicle be brought to a stop at a safe location, preferably off the main road. Conversations, taking notes, dialing, answering or reading of displays must be avoided while the vehicle is in motion. Texting while driving is against the law.

If an intern is involved in an accident, call the police immediately and remain on the scene until the police have arrived and have taken their report. A staff person must be contacted immediately. If a traffic citation or ticket is received for any reason, the intern is responsible for any fees and Township vehicle privileges will be revoked.

Township vehicles must be properly parked when not in use. Appropriate places to park include the "Authorized Township Vehicles" section to the south of the employee entrance. Inappropriate places include; the loading area - just outside of the south employee entrance, the 15 minute parking spaces near the south courtyard, the Supervisor, Clerk and Treasurer parking spaces or anywhere else in the main lot. When using a Township vehicle, it is expected to be returned with a full tank of gas. Returning a vehicle with little to no fuel is unacceptable. Gas for Township vehicles must be refueled at the Van Buren Charter Township Service Center refueling station only. Money will not be reimbursed for gas purchased from a source other than the Service Center.

The procedure for fueling Township vehicles is as follows:

- Drive the vehicle to the refueling station located behind the VBT Township Hall.
- Insert the identification card from the assigned vehicle into the card reader and enter the current mileage when prompted.
- Enter the corresponding pump number.
- Remove nozzle from the pump and fill the vehicle.
- When completed, return nozzle to the pump and leave identification card in the vehicle for the next person to use. If it is necessary to refuel after hours and the gate is closed at the Service Center, contact a staff member for assistance with the gate code.

The gas pumps are equipped with a leak detection system. If you insert the fuel nozzle in the vehicle before you input your data at the card reader, the pumps will pump at a very slow rate.

In addition, interns must make sure to clean up after themselves when using the vehicle. Beverage containers, fast food bags, etc. should be disposed of properly and must not be left on the floor of the car for the next person to clean. If issues with parking and cleanliness develop, driving privileges of a Township vehicle will be suspended.

Personal Vehicle Use

When driving a personal vehicle on VBT business, the driver's personal insurance serves as the primary insurance. A current copy of proof of insurance is required to be on file. When driving a personal vehicle on VBT business, transporting non-employees/interns in the vehicle is not allowed. The driver/owner of the vehicle must follow all traffic laws and regulations and ensure that the personal vehicle is in good operating condition and safe to drive. If an intern does not possess a valid driver's license or personal vehicle, reliable transportation is required to complete assignments and participate in the Internship Program. Failure to meet deadlines and attendance to scheduled shifts due to non-reliable transportation may result in immediate dismissal from the program.

Mileage/Parking Reimbursement

All mileage reimbursement requests must be pre-approved by the Internship Coordinator and/or Communications Specialist. Mileage will be reimbursed outside a 26 mile radius from the Municipal Building. If able to claim mileage, a "Mileage Reimbursement Request" form, as well as documentation from point to point and information regarding the assignment covered must be filled out and submitted. Once approved, a check will be issued from the Township Treasurer's Office and submitted to the Clerks. Parking will be reimbursed if event parking fees are charged when covering an assigned event or story. Please submit all parking fee receipts to the Communications Specialist for parking reimbursement.

Electronic Communication and Internet Use

The following guidelines have been established for using the Internet, Township-provided cell phones and e-mail in an appropriate, ethical and professional manner:

- All technology systems used by the Township (telephones, facsimile machines, photocopiers, computers, printers, voice mail, e-mail systems and other technology) are for Township business purposes and are provided to further our goals and service to the public.
- Employees/interns must use common sense and adhere to appropriate work behavior when using the Township's technology systems.
- Any personal use of personal communication devices should be limited in duration and frequency, so that it does not interfere with the employee's/intern's work responsibility or adversely affect the productivity of the employee/intern or the employee's/intern's co-workers.
- Internet, company-provided equipment (e.g., cell phone, laptops, computers), and services may not be used for transmitting, retrieving, or storing any communications of a defamatory, discriminatory, harassing, or pornographic nature.
- The following actions are forbidden: using disparaging, abusive, profane, or offensive language; creating, viewing, or displaying material that might adversely or negatively reflect upon the Township or be contrary to the Township's best interests; and engaging in any illegal activities, including piracy, hacking, extortion, blackmail, copyright infringement, and unauthorized access of any computers and Township-provided equipment such as cell phones and laptops.
- Employees/interns may not copy, retrieve, modify, or forward copyrighted materials, except with permission or as a single copy reference only.
- Employees/interns should not open suspicious e-mails, pop-ups, or downloads.
- Employees/interns may not install hardware or software, or engage in any other sort of file downloading or uploading without permission of the Township Supervisor, or his or her designee. Contact IT with any questions or concerns to reduce the release of viruses or to contain viruses immediately.
- Internal and external e-mails are considered to be public records and may be subject to discovery in the event of litigation and to the Freedom of Information Act (FOIA). Be aware of this possibility when sending e-mails within and outside the Township.

Right to Monitor

All Township-supplied technology and Township-supplied work records belong to the Township and not to the employee/intern. The Township may routinely monitor the use of Township-supplied technology. Inappropriate or illegal use or communications may be subject to disciplinary action up to and including termination of employment.

Social Media Policy

Social media can denote any web-based technology that enables and facilitates rapid communication and/or networking through the Internet and/or cellular devices.

Management has the authority to monitor employee/intern use of the Internet to ensure appropriate use.

Examples:

- Blogs, and micro-blogs, such as Wordpress and Twitter.
- Social networks, such as Facebook.

- Professional networks, such as LinkedIn.
- Video sharing, such as YouTube.
- Photo sharing, such as Instagram, Flickr and Pinterest.

Conditions of Authorized Use

Employees/interns are authorized to post information and/or prepared materials such as text, documents, photos, video files or streams on social media platforms if used to promote individual works that have or will air on the channel (stories, promos, programs, etc.) or the Communications Department as a whole. Personal use of social media sites is not permitted during work hours.

Restrictions

Social media must not be used to transmit information or knowingly connect to sites for any unlawful or prohibited purpose including, but not limited to, the following examples:

- Discrimination or harassment on the basis of actual or actual or perceived race, color, religion, national origin, sex, age, height, weight, condition of pregnancy, marital status, physical or mental limitation, disability, source of income, familial status, education association, sexual orientation, gender identity or expression, or HIV status.
- Sexual harassment or sites containing sexual content.
- Transmission of obscene materials.
- Transmission of protected or private information.
- Infringement on copyright.
- Expression of any campaign, political, or religious beliefs.
- Conduct of a personal, outside business, or other financial benefit or gain.

Security Risks

The Internet is an unsecured publicly accessible network. Owners of social media sites commonly monitor usage activity and those activities may be disclosed to any number of parties. Links and embedded files on social networking sites may contain malicious software or redirect users to inappropriate sites. As such, links and embedded files on social media sites should not be trusted. Van Buren Township reserves the right to monitor employees/interns internet usage at such times and in such circumstances as appropriate.

Copyright Use

When materials are posted on behalf of other entities, the employee/intern posting the material must:

- Obtain copyright releases for all such material from the creators or indemnification from the entity for which the material is to be posted.
- Obtain releases for each image of a person who may have a potential claim to such a right or indemnification from the entity for which the material is to be posted.
- Materials obtained from pages on social networking sites may or may not be the property of the page owner. Employees/interns must not assume materials obtained from the Internet are in the public domain and must follow the process outlined above.

Reviews

Staff will review social media content on a regular basis. Reviews will consider whether or not the information:

- Supports the Township's standards of ethics in government
- Supports and promotes Van Buren Township's mission
- Distributes accurate information
- Protects the intellectual property rights of creators of content
- Protects the personality rights of any person appearing in material posted
- Reflects the brand image of the Township

If you have any questions about a post, consult with staff **before** posting.

Consequences

Failure to abide by policies established for use of social media or participation in any activity deemed inappropriate may result in the loss of access privileges. As with any policy, violation may also result in disciplinary action up to and including termination.

Phone/Fax/Copy Usage

The Township copy machine, fax machine and phones are for business use only. They are not for personal use. Interns have the ability to use these machines in conducting business for the station. If an intern would like to use them for any other reason, they must first receive permission from a staff member. The fax machine cannot be operated by an intern and must be conducted by a staff member. Any misuse of this equipment could be determined a violation of the contract.

Interns are expected to answer the VBT main line when staff is unavailable. Please follow the "Phone Procedures", accordingly.

Personally-Owned Hard Drives and Cell Phones

Use of personally-owned devices, such as cell phones, shall not interfere with normal functions of work including, but not limited to, studio productions, night meetings, training sessions, etc.

Examples of interference include:

- Taking personal calls
- Personal text messaging
- Ringing devices

Devices should have the ringer on silent at all times, while in the building. Use of devices is prohibited in the hallways or anywhere it may interfere with other interns or staff. Devices cannot be used while on crew for studio productions or night meetings, unless working the "social media" crew position.

Van Buren Township is not responsible for any costs associated with the carrying of personally owned devices, such as use time fees, damage repair, loss or replacement for any reason.

Personally-owned device(s) use may be revoked on an individual basis, subject to the discretion of the Communications Staff.

All interns are recommended to have their own portable hard drive, Mac Compatible storage device to save their materials, such as raw video footage, edited projects and other assignments.

Photography

By participating in the VBT Internship Program, interns acknowledge that photographs and/or videos

of them may be taken by staff at any time. Furthermore, interns grant permission to use photographs and/or video of their likeness in any type of media or publication without compensation or reward.

Lock-Up Policy

The Township has assigned responsibilities for opening/closing and securing the front doors (including handicap activation) of the Municipal Building. **Those areas pertaining to interns are included here.**

All doors will be opened by 7:30 am.

Meeting nights (Monday, Tuesday and Wednesday) - doors will be locked immediately following the meeting by the staff person responsible as follows:

- Planning Commission – Parks & Rec. Staff
- Township Board – Parks & Rec. Staff
- Any other meetings – Parks & Rec. Staff

All interns must complete “Lock-up Procedures” after night meetings. Interns will not be dismissed until a staff member signs off on the “Lock-up Procedures” document.

When Closed Sessions are held at the end of a meeting, the doors must remain open until the Closed Session is finished and the regular meeting has been re-opened, any remaining business is completed and the meeting is adjourned.

Non-meeting nights (Thursday and Friday) - doors will be locked immediately after 4 pm by a member of the Clerk’s Office. **All interns must complete the items listed on the “Lock-Up Procedures” document, sign and date the document and turn in to the Communication’s Staff mailbox each night and on the weekends before leaving the building.**

Clean-Up Policy

Interns must clean up after themselves at the end of each shift. This includes closing projects, putting away field equipment, cleaning up workstations and taking home any personal belongings (including refrigerated items). The cleaning duties outlined in the “Lock-Up Procedures” must be performed every night.

The Township Municipal Building has designated break rooms to the left of the Treasurer’s Office area and in cable area’s front office. They are not to be used as a place to hang out. Interns may also use the sink/microwave area near the editing suite. All dishes, pop cans and other trash must be picked up before leaving for the night and/or at the end of a shift. Dishes left in the sink must be washed with soap and water and put away.

Drinks or food are not allowed in the control room or past the partitions in the editing suite. Beverages may be kept in the intern editing suite on the table or in the refrigerator. Drinks may not be left on the floor of the hallway, as they may be easily kicked over. Coffee and/or water are only allowed in the studio for hosts and guests during a show taping and must be taken care of immediately after the

show. **If interns are unable to comply, drinks will only be allowed in the designated break rooms.**

Refrigerated Items

Food and drinks must be labeled with name and date if kept in the refrigerator. Each intern must take home their refrigerated items daily. Interns are only allowed to take those items from the refrigerator that belongs to them. If an intern takes items from the refrigerator that do not belong to them, that is an act of stealing and could be cause for dismissal from the program.

Fragrance & Odeur Sensitivity

Employees and guests to the Communications Department may have sensitivity to odor and/or allergic reactions to various fragrant products. It is appreciated that everyone cooperates in refraining from the use of fragrances. Any interns with a concern about scents or odors should contact the Communications Staff.

Dress Code

The intent of this Dress Code is to establish clarity of understanding and a general uniformity of appearance. All dress is subject to staff discretion. **Anyone violating the dress code policy will be sent home to change into appropriate attire.**

All interns are expected to be well-groomed and dressed appropriately for a business casual work environment. Clothing that shows the mid-drift, low-riders or sagging pants below the waist line, low-cut shirts, short skirts or dresses, flip flops, high heels, sweatpants (i.e. yoga pants, pants made from flannel or fleece that are considered 'pajama bottom'), basketball shorts, shorts, t-shirts, sweatshirts or hoodies, hats, loud or offensive slogans (i.e. politics, sexual, racial, national origin, religion, profane), low cut tops and sleeveless tank tops (men or women) are not allowed. Skirts and dresses must be no shorter than a hand's width above the knee, regardless if legs are covered. Leggings may only be worn when covered by a blouse, sweater, dress or skirt. Interns are encouraged to dress comfortably because production work, especially on remote locations, requires moderate levels of physical activity. Jeans are only allowed on Friday's and weekends.

Meeting Coverage

A VBT shirt will be provided which must be worn for all live meetings and evening productions. Each intern must wear black dress slacks; no jeans or leggings are allowed. Interns must look professional and well-groomed in the rest of his/her appearance. The exception to wearing a VBT provided shirt is to wear a plain black shirt.

On-Camera Appearances

When in front of the camera, interns must wear their best attire, look professional well-groomed in the rest of his/her appearance and dressed appropriately for the interview or story they are covering. That may include shirt and tie, suit, jackets and slacks. For women, a skirt, dress, or a nice looking outfit with slacks would be appropriate. If wearing nail polish, please use only neutral colors.

Exit Interview

All interns who leave the program will take part in an exit interview. Exit interviews will take place with

the Internship Coordinator. The Internship Coordinator will coordinate the time and dates of all exit interviews.

Exit interviews are utilized to assess outgoing intern experiences while working at VBT. VBT may utilize some information discovered during exit interviews to improve the Internship Program.

Interns must return all Township property at the time of separation, including equipment, keys, iPhone, etc.

Alumni Status

Becoming an Alumni

In order to become an alumni member, interns must:

- successfully complete the Rookie internship contract.

- Be in good standing with a positive performance evaluation.
- Demonstrate a good attitude throughout the internship contract.

Rookie Contractual Requirements

- Attend required workshops during Rookie internship.
- Successfully complete all exams during Rookie internship.
- Be in good standing with meeting deadlines and attendance requirements.
- Meet the minimum required hours as stated in the Rookie contract.

Benefits

Alumni members are entitled to:

- Receive the quarterly Scoop newsletter.
- Become a member of the Alumni Network.
- Receive positive letters of recommendation from staff to potential employers, including professional connections with alumni staff in the industry.
- Be invited to Alumni reunions and included on the Alumni Map on VBT's website.
- Use VBT facilities and equipment for the purposes of creating a resume reel and receive advice and feedback.
- Attend advanced workshops free of charge.

Maintaining Status

Returning interns, who wish to maintain a positive alumni status, must continue fulfilling each additional contract with a positive attitude and performance evaluation. **Please speak directly with the Communications Specialist at any time regarding these policies and procedures.**

