



Policy Title:	Personnel: Student Placement of Employee
Policy #:	06-002-0030
Effective Date:	1/29/2025
Approved by:	Telly Delor, Chief Operating Officer
Functional Area:	Human Resources
Responsible Leader:	Stephanie Shank, Human Resources Director
Policy Owner:	Jody Kruskie, Labor/Employee Relations Manager
Applies to:	All SCCCMH Staff, Direct Operated Programs, Interns, Volunteers

Purpose: To provide guidance to staff, employees, interns, and other individuals regarding the requirements for conducting student internships at St. Clair county Community Mental Health (SCCCMH).

I. Policy Statement

It is the policy of St. Clair County Community Mental Health (SCCCMH) to encourage *employees* to further their education and training to enhance the quality of the Community Mental Health System by providing opportunities for student internships for its employees.

II. Standards

- A.** All educational placements of students who are employees of SCCCMH will be reviewed by the Chief Executive Officer (CEO) if non-clinical, and the Chief Clinical Officer (CCO) if clinical, for disposition prior to any placement. All placements will be subject to program need and availability. All internships should be facilitated by the Human Resources department.
- B.** Employee education and training shall not disrupt the ongoing programs or the employee's job responsibilities and the regular schedule of the program(s) to which they are assigned.
- C.** If a mutually agreed upon schedule can be worked out between the existing programs and the employee who desires to conduct an internship, education, or training at SCCCMH, the employee may conduct an unpaid educational internship within our direct operated program system. For clarification, the internship hours must

occur during unpaid time that is not part of the employee's scheduled work hours. Variable work schedules may be requested on a per semester basis and will be considered for approval based on program capacity.

- D. All employees need appropriate authorization from HR, their current supervisor, and the internship supervisor as detailed in this section, prior to initiation of the student internship placement.
- E. Employees may use vacation days, overtime hours, and/or a variable schedule for educational purposes if approved by their supervisor under regular procedures as outlined in [Administrative Policy #06-001-0075 Personnel Work Schedules; Leavetime; Overtime; Timecards](#)).
- F. A variable schedule may be arranged within the limits of SCCCMH personnel policies and union contracts. Supervisors may allow an employee to work a pre-approved variable schedule within the pay period and/or length of placement. Requests for variable schedules must be mutually agreed upon among the supervisor of an employee's paid SCCCMH work, the supervisor of an employee's SCCCMH unpaid internship, and the employee. Supervisor/Leadership/HR will place a person receiving services at a higher priority than employee educational leaves. Supervisors must deny requests that interfere with operations.
- G. Articles of union contracts take precedence over this administrative policy if a conflict is discovered or created.
- H. All special working agreements must be made formally in writing, at least two months prior to the start of the internship, using form [#0823 Student Placement Proposal](#) and form [#0822 Student Request for Placement](#). Documentation of course registration, transcripts, and completion of the program/studies is required. Dropped courses will void agreements on special working arrangements.
- I. The Authority has the ultimate decision about honoring any request. Any internship agreement can be discontinued at any time at leadership discretion.

III. Procedures, Definitions, and Other Resources

A. Procedures

Responsibilities

Position	Responsibilities
Staff/ Employee	Request internship or educational training at SCCCMH using the procedures set out in this Policy.
Supervisor	Approve or deny requested internship or educational training, and when approved forward request to next line supervisor (e.g., Division Director)
Field Placement	Perform evaluations at designated times during employee's internship or

Position	Responsibilities
Supervisor	educational training.
Division Director/ Next Line Supervisor	Approve or deny requested internship or educational training using procedures set out in this Policy.
Human Resources Designee	<ol style="list-style-type: none"> 1. Review request and forward to Chief Clinical Officer. 2. Accept Chief Executive Officer's or Chief Clinical Officer's determination and provide final decision to requesting Employee. 3. Coordinate employee student's internship or educational training with Field Placement Supervisor and Supervisor.
Chief Executive Officer (CEO) or Chief Clinical Officer (CCO)	Review and determine if request can be accommodated within agency, indicate approval or denial, and return to Human Resources.

Actions

Action Number	Responsible Stakeholder	Details
1.0	Staff/ Employee	<ol style="list-style-type: none"> 1. Complete form #0823 Student Placement Proposal and submit it to Supervisor for consideration sixty (60) days in advance of starting their professional education program and/or placement. Twenty-one (21) days are required for special working arrangements. 2. Complete form #0822 Student Request for Placement, and submit it to Supervisor for consideration sixty (60) days prior to placement. 3. Submit a narrative of how their current job responsibilities will be impacted, as well as what clinical education and skill building will occur during internship.
2.0	Supervisor	<ol style="list-style-type: none"> 4. Review the proposal and request for placement, either approve or disapprove as submitted. 5. Forward to their program director or next line of supervision.
3.0	Division Director/ Next Line Supervisor	<ol style="list-style-type: none"> 6. Review the proposal and request for placement, and either approve or disapprove as submitted. If approve, forward to <i>Human Resource designee</i>. 7. If approve the proposal, submit a narrative in support of the internship. 8. Complete SCCCMH intern evaluation at mid-point and conclusion of internship.
4.0	Staff/ Employee	<ol style="list-style-type: none"> 9. Receive signed form #0823 from Supervisor and submit to Field Placement Supervisor for review and signature.
5.0	Field Placement	<ol style="list-style-type: none"> 10. Review and sign form #0823 and submit to HR Designee.

Action Number	Responsible Stakeholder	Details
	Supervisor	
6.0	Human Resource Designee	11. Review the proposal and request for placement for completion/information. Forward to CEO or CCO.
7.0	CEO / CCO	12. Review the proposal, request for placement, and narratives. Determine if the agency can accommodate the request and approve or disapprove. 13. Return request to Human Resource Designee, who, in turn gives it to the SCCCMH employee.
8.0	SCCCMH Employee	14. If the request for student placement is denied: Appeal to the CEO or CCO, if desired, for a change in the decision by making a written request to the CEO or CCO within 30 days of the denial and providing additional supportive documentation. 15. If request is approved: Coordinate with Human Resource designee to finalize placement with Field Placement Supervisor and Supervisor.
9.0	Human Resource Designee	16. After approval of internship: Notify Privileging and Credentialing (P&C) support staff to send an application to employee/student and request employee/student to complete “add credentials” section for student intern role and submit for P&C Committee review at its next scheduled meeting. 17. After approval of internship notify employee/student’s Supervisor to request a new OASIS user ID from Data Management to be used when performing internship tasks.
10.0	SCCCMH Employee	18. Complete and submit application to Privileging and Credentialing Committee to “add credentials” related to the student placement.
11.0	Field Placement Supervisor	19. Provide training to employee/student regarding importance of using the correct OASIS user ID/login that corresponds to either internship activities or paid employee activities, as appropriate.

B. Related Policies

[Administrative Policy #01-002-0045, Agency Coverage and Closure](#)

[Administrative Policy #06-001-0075 Personnel Work Schedules; Leavetime; Overtime; Timecards](#)

[Administrative Policy #06-001-0110, Personnel: Student and Volunteer Workers](#)

C. Definitions

1. *Employee*: Any person employed on a full-time or part-time basis with SCCCMH.
2. *Field Placement Supervisor*: The SCCCMH staff designated to oversee the student's placement on site at the program. The Field Placement Supervisor will select suitable assignments, have regularly scheduled supervision, inform the SCCCMH Human Resource Designee of concerns relative to the student's field work, and evaluate the student's field work performance.
3. *Human Resource Designee*: The SCCCMH staff responsible for coordinating all student placements, including direct operated employees who are requesting a student placement, within the SCCCMH direct operated system. The Human Resource Designee is, initially, the liaison with the academic faculty.
4. *Professional/Non-Professional*: Any employee enrolled in an accredited program at a college, university, or community college who must complete a student placement within the provisions of their academic program. Student placements shall consist of pre-approved and pre-defined direct operated experiences, supervised by an authorized field placement supervisor within the SCCCMH system, except in cases where the internship occurs outside the SCCCMH direct operated system.
5. *Regular Working Hours*: All the hours per day the program is open to receive the public, throughout the year, excluding specific and approved holidays. Refer to [Administrative Policy #01-002-0045, Agency Coverage and Closure](#) for working schedules of each program.
6. *Student*: Any direct operated *employee* within a Community Mental Health program, who performs a placement for educational training/internship purposes.

D. Forms

[#0820 Student/Volunteer Data Sheet](#)

[#0822 Student Request for Placement](#)

[#0823 Student Placement Proposal](#)

[#0824 Student/Volunteer – Information Authorization](#)

- E. Other Resources** (i.e., training, secondary contact information, exhibits, etc.)
Secondary contact for policy information and guidance: Stephanie Shank,
Labor/Employee Relations Manager

F. References

N/A

IV. History

- Initial Approval Date: 07/2018
- Last Revision Date: 11/2024 BY: Kathleen Gallagher, Stephanie Shank
- Last Reviewed Date: 01/2024 BY: Jody Kruskie
- Non-Substantive Revisions: N/A
- Key Words: internship, education, student, intern, training, field placement