

# ***SANILAC COUNTY COMMUNITY MENTAL HEALTH AUTHORITY***

## **ADMINISTRATIVE POLICY**

**NUMBER: BA173**

**NAME: JOB SHADOW OPPORTUNITIES/EXTERNSHIPS**

INITIAL APPROVAL DATE:	01/30/2023	BY: Administrative Committee
(LAST) REVISION DATE:	09/29/2023	BY: HR Manager
(LAST) REVIEW DATE:	12/12/2024	BY: Policy Committee
DISCONTINUED DATE:		REPLACE BY:

### **I. PURPOSE**

The Agency promotes working in the behavioral health field. To support this belief the Agency encourages and supports providing community members opportunities to job shadow at the Agency. This will allow community members to gauge their interest in future careers with the Agency and additionally aid the Agency in succession planning. This policy serves to outline the requirements to apply for a job shadow experience and outlines the requirements and expectations of an externship/community member job shadow, which will be referred to as externship throughout the remainder of this policy.

### **II. APPLICATION**

Populations: **NA**

Programs: **Direct - ALL**  
**Contracted - ALL**

### **III. STANDARDS**

All externs must be:

- 16 years of age or older.
- All externs must meet with the Recipient Rights Officer or designee prior to the event to receive a brief in-service on confidentiality.
- Each extern will be required to sign the Agency Confidentiality Statement (Form #0061). Externs under the age of 18 years must have their parent/responsible party co-sign the statement.

Externships are a form of on-the-job learning that allows interested community members to closely follow, observe, and at times support staff performing the tasks related to their role.

Externs are community members who participate in job shadowing offered by an employer. They are not employees covered by the Fair Labor Standards Act (FLSA). Community members that participate in an externship with the Agency do not receive compensation for their time.

In order for Agency staff to participate in this program, they must be in good standing with the Agency to be considered for an externship experience. One externship experience may be completed each rolling calendar year. At no time shall an externship be approved beyond a one-week period. Each request will require approval within the program by the Supervisor, Officer, and HR Manager. A meet and greet will be required, along with background screening.

Sanilac CMH will create and allow for experiences for externs, as the department can support. The ability to host externs will be based on many factors, including but not limited to staffing levels, demands within the department, and fit of the extern.

Externs who are approved for an externship with the Agency are not guaranteed future employment and will not be compensated or receive benefits. The program will be purely educational. Externs do not have the ability to perform work but may do small office tasks or help with projects.

Supervisors are responsible for ensuring that experiences follow these requirements:

- The training is similar to what would be given in a vocational school or in academic educational instruction.
- The training is for the benefit of the trainees or students.
- The trainees or students do not displace regular employees but work under their close observation.
- The employer that provides the training derives no significant advantage from the activities of the trainees or students, and the employer's operations may be impeded.
- The trainees or students are not entitled to a job at the end of the training period.
- The employer and the trainees or students understand that the time spent in training will not entitle the extern to wages.

The assigned Supervisor or their designee will be on-site whenever the extern is present.

At no time will externs have access to confidential files or information without a release of information. A meeting where specific individual information is discussed will be strictly forbidden without an appropriate release and prior approval of the immediate supervisor.

Externs are insured through the Agency's professional liability policy. Criminal activity, negligence or behavior proven to differ significantly from that likely to be exercised by a reasonable person under the identical circumstances may leave the extern open to personal liability. Supervisors will apprise each student of their liability while shadowing at the Agency.

At the completion of their experience, a written evaluation of their performance will be completed by their immediate Supervisor and placed in the individual's Personnel File.

#### **IV. ATTACHMENTS**

#### **V. REFERENCES**

Form #0061 – Agency Confidentiality Statement