

**MERIDIAN TOWNSHIP
COMMUNICATIONS DEPARTMENT**



**INTERNSHIP
POLICIES
&
PROCEDURES
MANUAL**



INTERNSHIP POLICIES & PROCEDURES MANUAL

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Internship Overview

Meridian Township's Communications Department oversees the Township's Government Access Channel, HOMTV. HOMTV's Internship Program offers an intensive semester based, hands-on, non-paid television and social media training program. The program follows Michigan State University's semester calendar, including exam week. The summer semester internship combines both summer sessions.

NOTE: Due to the COVID-19 pandemic, some of the internship may be conducted virtually. Interns are to follow Meridian Township COVID-19 safety guidelines.

Level I (Rookie)

The first month of the Level I semester is the training period. Shifts are spent attending virtual and/or in-person workshops - learning to use equipment and operational procedures through training "classes" and worksheets. For the remainder of the internship, interns are expected to work with minimal supervision, while continuing to learn basic production techniques. During the Level I semester, hands-on experience is gained by completing the internship requirements as outlined by the Internship Coordinator. Level I 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

Multimedia Journalist Intern Track (Reporting):

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

Multimedia Production Intern Track (Production):

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

Marketing & Public Relations Intern Track (Social Media & Promotion):

- Event Planning and Promotion
- Promotional Spot and Public Service Announcement Production

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Creative Software Applications (i.e. After Effects, Canva)
Content Creation and Scheduling for Multiple Social Media Platforms

The Level I 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 Level II. All Level I requirements must be completed to qualify for Level II status. Level II status may be attained early if all Level I requirements and hours are completed ahead of schedule.

Level II (Junior)

Those who are interested in continuing their internship experience and invited to return may advance to Level II status, given that all Level I requirements are successfully completed. Level II 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 and Cover Letter Writing
- Resume Reel and Portfolio Development
- Job Shadowing

Multimedia Journalist Intern Track:

- Advanced Hosting and Anchoring

Multimedia Production Intern Track:

- Advanced Control Room Operations
- Post-Production Techniques

Marketing & Public Relations Intern Track:

- Brand Management
- Campaign Development and Implementation

During the semester, Level II interns will apply advanced skills that they have acquired to full-length programs or projects. By the end of the semester, a Level II 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 Level II requirements are complete.

Level III (Senior)

Level III 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. Level III interns will continue spending time learning the following advanced skills:

Multimedia Journalist Intern Track:

- Program Content Production

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Multimedia Production Intern Track:

Program Production
Advanced Post-Production Techniques

Marketing & Public Relations Intern Track:

Project/Campaign Management

Paid & Freelancers

Paid interns and Freelance employees may be granted to any intern as deemed appropriate by the Internship Coordinator. A list of requirements must be met for an intern to gain paid intern or freelance employee status.

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. All such opportunities are offered by the Internship Coordinator. 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

Level I 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 Level I training workshops.
- Level I intern schedules are approved by the Internship Coordinator.

Level II Interns

- **Must** be available to work all night meetings during the Level I training period.
- **Must** have two weekday shifts (Monday – Thursday).
- **Must** have at least one evening shifts (Monday - Thursday).
- **Must** attend all mandatory Level II training workshops.
- Level II intern schedules are approved by the Internship Coordinator.

Level III Interns

- **Must** be available to work all night meetings during the Level I training period.
- **Must** have at least one scheduled day shift and one evening shift.
- **Must** attend all mandatory Level III training workshops.
- Level III intern schedules are approved by the Internship Coordinator.

Paid Interns

- **Must** arrange work schedule with the Internship Coordinator.

Freelancers

- **Must** arrange work schedule with the Internship Coordinator.

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Semester Off

Interns who have successfully completed one semester in the program and 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 Internship Coordinator.

All Level I interns taking a term off from active participation in the program may only return at the Level II 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 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.

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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. To request a schedule change, submit an online “Schedule Change Request” form. 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)

Meridian Township is firmly committed to non-discriminatory employment practices, including with respect to disabilities, for all employees/interns and applicants for employment. The Township will comply with all federal, state and local laws with respect to the employment relationship. The goal of the Township is to provide a positive work environment that demonstrates respect for human differences and guarantees that all employees/interns are treated with dignity, respect and professionalism.

Every employee/intern has an obligation to promote an inclusive workplace free from discrimination in all employment activities. Management is responsible and accountable to identify and correct any discriminatory actions and to ensure that non-discrimination policies are followed.

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The Township is responsible to take prompt and immediate remedial action to maintain a work environment that is free of unlawful discrimination, harassment, intimidation or retaliation.

Employees/interns are expected to immediately bring forth any concerns about discrimination, retaliation, or harassment in any form, to the attention of management and the Human Resources Director. All allegations are taken seriously and management is responsible to immediately report concerns to the Human Resources Director for a prompt response and investigation. Please refer to specific employment policies contained in [Meridian Township's Personnel Policy Manual](#).

Meridian Township Human Relations Ordinance Article I. In General, Section 30-1 Intent

It is the intent of the Township that no person be denied equal protection of the laws; nor shall any person be denied the enjoyment of his or her civil or political rights or be discriminated against or harassed because of 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.

At-Will Employment

All employees/interns (with the exception of previously approved employment agreements) are considered at-will. This means that the employment relationship is for an indefinite period of time and can be terminated at any time, with or without cause and with or without notice by the employee/intern or the Township.

Workplace Etiquette & Safety

Dating in the Workplace

If an employee/intern is involved in a dating relationship and works in the same area/department, it may cause difficulties at work. A dating relationship is a relationship that may casually lead to a consensual romantic or sexual relationship. If two employees/interns become relatives, or start a dating relationship and one of them supervises the other, the one who is the supervisor is required to tell Human Resources about the relationship. The Township will then ask the two employees/interns to decide which one of them is to be transferred to another available position. If they do not make that decision within 30 calendar days or there is no other available position, the Township will decide which one will be transferred or, if necessary, terminated from employment.

Drug-Free Workplace

Meridian Township has a longstanding commitment to provide a safe and productive work environment. Alcohol and drug abuse pose a threat to the health and safety of employees/interns and to the security of our equipment and facilities. For these reasons, Meridian Township is committed to the elimination of drug and/or alcohol use and abuse in the workplace.

Meridian 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 marihuana.

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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.

Inspection

Meridian 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. HOMTV interns are encouraged to discuss concerns or suggestions with the Internship Coordinator. If an intern believes that the Internship Coordinator has not, or cannot, adequately address the situation, they are encouraged to discuss it with the Human Resources Director and/or the Township Manager. This procedure should in no way foreclose the direct discussions Supervisors have always had on an informal basis with employees/interns.

Workplace Harassment

The Township expects employees/interns to respect the dignity and rights of others. Consistent with our policy of equal employment opportunity, harassment or discrimination in the workplace based on a race, color, ancestry, religion, sex, sexual orientation, national origin, age, physical or mental disability, citizenship status, veteran status, gender identity or expression or any other characteristic protected by applicable law (workplace harassment, including cyber harassment and cyber sexual harassment) will not be tolerated. It is the Township's policy that all employees/interns are responsible for assuring that the workplace is free from discrimination and unlawful harassment against any employee/intern, including sexual harassment and harassment on the basis of their protected characteristics. Actions, words, jokes or comments based on or ridiculing an individual's protected characteristic will not be tolerated. Any employee/intern found in violation of this policy will be subject to disciplinary action, up to and including termination.

Workplace Bullying

Meridian 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 Meridian Township's Code of Conduct, which clearly states that all employees/interns will be treated with dignity and respect.

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The purpose of addressing bullying is to communicate to all employees/interns, including Supervisors, Managers and Directors, that the Township will not tolerate bullying behavior. Employees/interns found in violation 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 administering discipline. As in sexual harassment, it is the effect of the behavior upon the individual that is more important. The following are examples of bullying behavior:

Verbal bullying: Slandering, ridiculing, or maligning a person or his/her family; persistent name calling that is hurtful, insulting, or humiliating; using a person as the butt of jokes; abusive and offensive remarks.

Cyber bullying: The same definition of verbal bullying, including cyber threats and harassment.

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. Meridian Township is committed to supporting victims of domestic violence. The Township will not retaliate against employees/interns making good-faith reports.

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Meridian 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 use only during regular business hours. Overnight or weekend use of equipment is currently not permitted. 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!

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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 “Cheqroom 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 “Cheqroom Reservations & Check Out Procedures”.

Studio

To reserve the studio, email all staff, HOMTV@meridian.mi.us 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, HOMTV@meridian.mi.us whether the taping time is confirmed, changed or canceled.

Field Equipment Sign-Out

When using HOMTV equipment, in the building or off-site, you must sign out the equipment through the online reservation system, Cheqroom. 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.

NOTE: Due to the COVID-19 pandemic, field work may primarily be conducted through the use of personal equipment and/or cell phones.

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. When signing out equipment, it must be securely stored and not left unattended.

Care of Equipment

Every intern is individually responsible for the proper care and use of HOMTV property and equipment and is accountable for what is issued to him/her. HOMTV property and equipment is to be used only for HOMTV purposes and to be operated only by HOMTV staff and interns.

Each individual may be held **personally (and financially) responsible** for any damage to, or loss of, HOMTV 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 HOMTV equipment, appropriate measures will be taken by the Internship Coordinator up to and including dismissal from the program.

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, in the “15 minutes only” parking spaces or in the side parking lot. The parking area at the side entrance door 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.

During the cold winter months, use of the side door may be restricted.

Each intern entering the building for the first time that day must stop at the Security Desk for a temperature check. Once the temperature check has been completed, the intern must fill out the COVID-19 screening form each day the intern is working in the building (<http://bit.ly/MTCOVIDScreeningForm>). Interns must follow the COVID-19 safety procedures as outlined by the Township: www.meridian.mi.us/MeridianCOVIDOperations.

Smoke-Free Workplace: It is the policy of Meridian 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. Meridian 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.

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Personal Vehicle Use

When driving a personal vehicle on HOMTV 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 HOMTV 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. 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 petty cash slip will be given to present to the Township Treasurer's Office for cashing. 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 Internship Coordinator 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 Manager,

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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

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.

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- 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. Meridian 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 Meridian Township's and HOMTV'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 and HOMTV

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 HOMTV 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.

Meridian 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 Internship Coordinator.

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.

During the duration of the internship, all footage and final edited materials are the property of HOMTV. Interns are responsible for making sure all footage and final edited materials are properly stored on the HOMTV server. Please see staff with any questions or concerns.

Photography

By participating in the HOMTV 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.

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 in the Treasurer’s Office area and in the upstairs back hallway. They are not to be used as a place to hang out. Interns may also use the sink/microwave area near the editing suite. HOMTV provides complimentary coffee to the intern staff. Interns should not make coffee unless they have been shown how by a staff member. 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

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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 Sensitivity

Employees and guests to the Communications Department may have sensitivity 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 Internship Coordinator.

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 HOMTV 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 HOMTV 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 HOMTV. HOMTV may utilize some information discovered during exit interviews to improve the Internship Program.

Interns must return all Township/HOMTV 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 HOMTV's website.
- Use HOMTV 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 Internship Coordinator at any time regarding these policies and procedures.