

2024 Partners in Pollution Prevention / Nebraska Industrial Assessment Center Program

Understandings and Expectations

NOTE: *Exceptions or deviations from these expectations will be considered if you present them in a timely manner for discussion.*

Attendance

Attendance is **REQUIRED** for all scheduled classroom or individual training time, which is *tentatively* set for:

- Thursday, May 23 (8:00 am) to Friday, May 31 16 (5 pm)
- Monday, June 3 through Thursday, August 15 in field at work site
- Wednesday, July 3 (2:00 pm- 4:00 pm) for mid-summer meeting;
- Friday, August 17 (9:00 am- 5:00 pm), including Wrap-up paperwork, Final Presentations and Student Recognition Ceremony

Exact class/training times may vary. Additional training time for some interns may be scheduled at times mutually agreed upon by participants or with sufficient notice. Students that miss, without permission, any of the scheduled class may be released from the program. Students that do not complete the work from the late May class to an acceptable minimal standard may be released from the program.

Classes will be held at the University of Nebraska Lincoln. Several hours of individual work may be required before May 23. Small group meetings and individual assignments will be scheduled at agreed upon locations. Appropriate parking permits are required if you choose to park on campus. Information is available on the UNL website (www.parking.unl.edu).

In addition, the following are work attendance expectations for the period between June 3 to August 16:

- Students are expected to work 40 hours a week during the technical assistance periods of the summer.
- The specific work hours should be determined in conjunction with your site supervisor.
- Your work site is explicitly listed in your offer letter. It is expected that you will work on-site unless you receive explicit prior permission to work remotely from this program and your site supervisor.
- If you are ill and unable to work, please contact your site supervisor and our program as soon as possible.
- Students may request to take up to 2 days off without pay, with permission of their supervisor, between June 3 and August 16.

Wages and Reimbursements

You will be considered an hourly student worker employee of UNL for the summer. Generally working 40 hours a week during the period you are assisting clients (June 3 to August 16). You are expected to work 40 hours a week each week unless you have received permission (e.g., health and family issues). You will not charge hours for the period you are taking the class and for classwork. Overtime (e.g., more than 40 hours a week) will be only allowed for situations where prior approval has been obtained from the P3/NIAC faculty. You will submit weekly

electronic time cards and will be paid on a biweekly basis. Specific information needed for payroll will be requested in late-April.

Meals and dorm housing, if needed, may be provided during classroom/training periods specified above, which are an additional benefit for you if you are assigned to a location outside of Lincoln. These costs are paid directly by the program. In a few cases, students may be reimbursed for project-related travel. Prior permission and use for university forms will be required. You will be provided with instruction related to the travel policies and forms in May.

Usual and expected travel expenses throughout the summer, for example, returning to Lincoln for the July class time, are your responsibility, although these have been taken into consideration in calculating additions, where appropriate, to the student's base pay. Reimbursement for specific work-related travel or miscellaneous expenses will be negotiated/approved on a case-by-case basis.

Additional Requirements

All students will be expected to provide their driver's license information in order to obtain "authorization" to drive a UNL vehicle and to obtain mileage reimbursement.

All students who accept the internship will receive a follow-up packet in early April with more information. Some additional paperwork may be required prior to the start of the class. This may include:

- housing forms and special meal requirements,
- payroll information, and
- homework due the first couple days of class.

It is expected that you promptly complete and return all required information.

In a few cases, because of your work assignment at a private sector client, you may be required to take a drug screen, have a physical, and/or undergo a background check. We will coordinate the details with you.