SA WORKS
EMPLOYER TOOLKIT
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SA WORKS
EXECUTIVE SUMMARY

The world economy is more competitive than ever, and the demand for a high-skilled labor force continues to grow. As technology and industries are advancing rapidly, the need for a clear pipeline to cultivate and acquire talent must also advance. The time to do this is now. SA Works will bring employers and schools together in order to create meaningful experiential learning opportunities for students to correlate to their chosen field of study.

For the last three decades, most education policy has centered on improving graduation rates and the number of students earning STEM degrees. These were serious problems, which still need to be addressed; however, with an aging workforce the immediate needs of employers have become more pressing. Currently students have limited opportunities to develop the skills needed to graduate from school and obtain high skill high wage employment. Conversely, employers have significant desire to engage students at a younger age, and develop a pipeline of talent that can fill critical workforce gaps. SA Works will address this mismatch of opportunity and desire by:

- Working with businesses directly to identify areas of critical needs and skills gaps
- Working with school systems to identify meaningful partnerships and enhanced curriculum opportunities
- Providing information about internships and careers to parents, students and educators through a common website

To support this effort SA Works has created an employer’s toolkit. The toolkit is a guide to take the reader step by step through the process of developing an internship or apprenticeship program. It will walk the reader through the process of evaluating organizational needs all the way to the final evaluation of an intern or apprentice. The SA Works employer’s toolkit is designed to be a truly step by step resource guide.

Through the continued development of public and private partnerships designed to enhance the experiential learning opportunities for our students, our employers will have the talented workforce needed to succeed in the 21st century economy. Each organization and employer is unique, and the need for uniquely developed programs is essential. This toolkit is starting point for that effort and SA Works will continue to be a resource for the community and employers moving forward.

Together, we can build a better workforce in Bexar County
BENEFITS OF AN INTERNSHIP

Benefits for Employers

- Internship programs can strengthen connection to education to make sure that supply and demand skills are properly in order.
- Internship programs are a low cost recruiting tool and an opportunity to train future employees.
- Interns bring ideas and current technology straight from the classroom to the workplace, thereby increasing a company’s intellectual capital.
- Internship programs are a great marketing tool for a company if done properly.
- Intern recruitment can be a good source for diversity in the workplace.
- Internship programs can supply a usable source of highly motivated pre-professionals.
- Interns in the program can provide management experience for mid-level staff.

Benefits forInterns or Apprentices

- Experimental learning while still in school can give students real life experience in their potential future career choice.
- Internship programs can meet college requirements and possibly allow students to earn college credits. This will enrich the college experience and prepare them to enter the workforce.
- Internships are a great way to learn about an industry of interest while also achieving some of the necessary skills and tools for success in that industry.
- Internships are an excellent way of building a relationship with an employer. This relationship can possibly open doors to future positions and networking opportunities that can be helpful to one’s career.
- Interns that participate in the internship program are more engaged in their learning and develop a better work ethic. These interns later become dedicated employees and more involved in the community.

Benefits for the Community

- Internships can decrease overhead and raise productivity of businesses. This helps strengthen the local economy.
- To prevent local “brain drain” in the community by building relationships between students, education, workforce, and businesses to help ensure the talent will remain in the area.
- Internships are an excellent way to establish a future pipeline of talent within the community.
More robust pathways from High School Graduation to High Skill/High Wage Employment

SA Works Model

Work with industry and employers to identify areas of critical need and skills gaps

Work with school systems to identify meaningful partnerships and enhanced curriculum opportunities

Provide information about internships & careers to parents, students, and educators via a common website and social media
TEXAS HOUSE BILL 5 AND ENDORSEMENTS

House Bill 5 Transformed Education

In 2013, parents, educators, business and industry overwhelmingly supported the passage of House Bill 5 (HB 5), a bill intended to transform the current structure of high school public education. The landmark legislation passed the Texas House 147-0 and Texas Senate 31-0 on May 26, 2013. Prior to its passage, lawmakers debated academic rigor and relevance and the state’s vision for public education. The legislation was designed to lower the emphasis on high-stakes standardized testing, and promote alignment of curriculum to career clusters. This legislation provides an excellent opportunity to enhance K-12 education, and make it deeply connected to experiential learning.

Highlights

- Incoming high school freshmen must specify the endorsement they intend to earn upon entering 9th grade.
- Students can change endorsements at any time or opt out at the end of 10th grade to graduate under Foundation with NO Endorsement (with parental consent).
- Selection of an endorsement creates an opportunity for students to participate in CTE programs that align with their chosen Field of Study.
- Students can participate in Practica in the 16 clusters for credit.
- Students can earn an Associate’s degree or certification while they are still in high school.
- HB5 requires students to pass 5 End of Course Exams (EOCs) to graduate instead of the previous 15.

16 Industry Clusters

- STEM
- Health Science
- Agriculture, Food & Natural Resources
- Finance
- Architecture & Construction
- Arts, A/V Technology & Communications
- Hospitality & Tourism
- Information Technology
- Manufacturing
- Transportation, Distribution & Logistics
- Business, Management & Administration
- Marketing, Sales & Service-

- Education & Training
- Government & Public Administration
- Human Services
- Law, Public Safety, Corrections & Security
TEXAS HOUSE BILL 5 AND ENDORSEMENTS

House Bill 5 endorsement options

**STEM**
Science, Technology, Engineering and Math
This path includes courses directly related to science (including Environmental Science), Engineering, and Advanced Mathematics, or a coherent sequence in some Career and Technical Education Courses.

**Business & Industry**
Includes courses directly related to Database Management, Information Technology, Accounting, Finance, Marketing, Graphic Design, Architecture, Construction, Welding, Logistics, Automotive Technology, Agricultural Science, Culinary Arts and Hospitality, Tourism, and HVAC.

**Public Services**
Includes courses directly related to Health Sciences, Education and Training, and Law Enforcement.

**Arts & Humanities**
Includes courses directly related to Political Science, World Languages, Cultural Studies, English Literature, History and Fine Arts.

**Multidisciplinary Studies**
Includes courses from the curriculum of each Endorsement area and credits in a variety of advanced courses from multiple content areas sufficient to complete the Distinguished Level of Achievement under the Foundation High School Program.
“Sample” SA Works Internship Program Structure

Internal Stakeholders and Roles for SA Works Implementation

**President /CEO**
Approves internship/apprenticeship program and provides executive support  
Identifies a program manager and point of contact

**Human Resources Department**
Formalizes internship/apprenticeship program with clearly defined career tracks  
Assists in writing job descriptions, recruiting, and securing a budget

**Leadership Team/Department Managers**
Identifies relevant projects and positions within defined career tracks  
Assigns supervisor/mentor and ensures support systems are in place

**Program Manager**
Daily POC for intern to include managing tasks & conducting performance eval  
Liaison to SA Works and periodic check-ins on student status

Sample Compensation Structure

We encourage all employers to abide by the Child Labor Laws outlined by the Texas Workforce Commission outlining employment guidelines for 14- to 17- year olds (posted on the website).

Hourly payment is flexible and depends on your available budget. Hiring a student for the summer may cost less than you would expect.

Example: The table below reflects the total cost to hire one (1) student for an 8-week paid internship at varying hourly rates. Wages include an 11% fringe; FICA, Unemployment & Workers Compensation.

<table>
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<tr>
<th>Pay Rate</th>
<th>20 hours / week</th>
<th>25 hours / week</th>
<th>30 hours / week</th>
<th>35 hours / week</th>
</tr>
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<td>$7.25/hour</td>
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<td>$1,610</td>
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<tr>
<td>$9/hour</td>
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<td>$10/hour</td>
<td>$1,776</td>
<td>$2,220</td>
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<td>$3,108</td>
</tr>
</tbody>
</table>
This worksheet can serve as your own internal company guide to assess your company’s readiness and resources both financial and human to successfully start an internship program.

**Interns**

How many interns do you want this program to impact?

We seek to serve______ youth for the pilot.

We seek to serve______ youth on an ongoing annual basis.

**Company Resources**

What kinds of financial resources do you have to support this program? Explore multiple internal funding sources, e.g., Recruitment, Talent Development, Operations, etc.

We have a $______________ budget to support this program.

Will you have dedicated staff to manage this program?

We can dedicate______ employee(s) for______ hours per week to implement and operate this program.

Will employee volunteers be working with youth directly for this program?

We will involve______ # of employees from ____________________________ departments (e.g., HR, Finance).

What unique skills do your employee volunteers have that would apply to this program model (e.g., facilitation, curricula development, financial literacy, leadership, etc.)?

Beyond cash and human resources, we have these unique resources (e.g., partnerships, geographic footprint, entry-level jobs, etc.):

Are there current company programs or strategic partnerships that you could leverage to build this program (e.g., efforts already created by HR, Recruitment, Talent Development, etc.)? Programs that I could use as a foundation for this program include:
WHAT TO CONSIDER TO GET STARTED WITH SUMMER JOBS

1. Employees with aptitude to work with youth (mentors, supervisors, trainers, etc.).

2. Specialized knowledge/expertise relevant to my company’s industry such as ability to teach technical skills and knowledge about what education/training youth need to get hired in my industry.

3. Funding sources (internal or external) to cover payroll for jobs for youth.

4. Access to telecommunications, technology, office supplies, hardware, and adequate workspace for youth to work.

5. Ability to coordinate networking activities/events so young people can 1) develop networking skills and; 2) increase their professional networks and contact lists

6. Entry level jobs appropriate for first-time workers.

7. Knowledge of proper training/educational pathways for youth to learn the skills that will get them real jobs

8. Internal trainings offered to your own employees that can be made available to youth (i.e. “open seats” in training sessions when available).
When are SA Works internships offered?
Companies can offer summer internships or during the high school students’ junior or senior year of school with an approved CTE course. Internships for college students may take place during both the summer and semester.

How long is the internship?
Ultimately, the length is up to you, the employer, but keep in mind the goal of the program is to create meaningful workforce experience.

How much do the students get paid?
Internships have averaged approximately $9.00 an hour. Inquire directly with SA Works staff about additional partner funding opportunities.

How old are the student interns?
16 years old and up

What are the general work requirements for the supervision of an intern?
The intern should be able to use equipment similar to the equipment for which they have had classroom instruction. Typically, sponsors assign interns to duties within their training regimen.

What assignments can interns undertake?
Interns may perform any function within their capability. Sponsors must have safety plans and programs in place and provide interns close supervision.

What about workers’ compensation and general liability insurance for the interns?
Interns will be covered as employees under either worker’s compensation or the company general liability insurance. Intern sponsors should consult with their insurance agents to insure the intern is covered as an employee by the carrier. SA Works staff can assist to provide guidance on liability questions.

How do the students get to work?
Students provide their own transportation.

What type of preparation do you need to do before the students start their intern program?
Our SA Works team can assist in developing a work plan for you and your student intern(s).

What about internships in subsequent years?
Once the training plan and employer contact information is on file, it is easy to update the following year.
FREQUENTLY ASKED QUESTIONS

Additional Information on Insurance and Work Assignments
Thanks to our friends at the San Antonio Manufacturers Association (SAMA), they have consulted several insurers concerning employment of 17 & 18 year olds and they provided the following:

Well-supervised interns at age 17 will not present a problem provided they are NOT assigned to “hazardous” duties as defined by OSHA standards.

List of prohibited occupations/duties per Texas Child Labor Law can be reviewed at: http://www.twc.state.tx.us/ui/lablaw/texas-child-labor-law.html#prohibited17Olds.

Manufacturers should consult with their insurance carrier and their safety experts.

An intern sponsor must have an established safety program.

Interns should be able to use equipment similar to which they had classroom instruction provided they are well supervised.

How do I hire a student?
You can hire a student through our SA Works application process and have the student apply directly with you as the employer through your HR process.

The SA Works team can also directly assist you in posting the internship/job description, identifying specific school programs, recruiting and interviewing candidates.

Will I be able to interview students?
Yes. The SA Works team can help you coordinate interviews so that you can select the student who best meets your needs.

What kind of support can I expect from SA Works?
The SA Works team is available throughout the year for each cohort of student internships and can help develop appropriate job descriptions, solve problems, and answer any questions you may have.

Special Thanks to the following organizations for sharing information:

Alamo Academies (San Antonio)

Boston Private Industry Council (Boston PIC)

San Antonio Manufacturing Association (SAMA)