



PAID SUMMER CLERKSHIP POLICY FOR DISTRICT AND COUNTY COURTS

Purpose

The Galveston County District & County Courts periodically employ law school students or graduates for unpaid clerkships during summer break when they are not in school. The Paid Summer Clerkship Program aims to provide law school students, as well as recent law school graduates, with hands-on experience in district and county court operations. The program will offer law clerks to foster professional development, encourage civic engagement, and build a pipeline of skilled candidates for potential future County employment. The purpose of this policy is to outline responsibilities and to ensure these law clerks have a productive stay during their clerkship with the County of Galveston.

Procedures

1. Authorization

Hiring managers for the District Courts and County Courts who plan to hire law clerks for specific assignments must complete a Paid Clerkship Request Form. The following must be included on the requisition form:

- Hours of work.
- Duration of the expected work.

Requisitions for these positions will be routed to Human Resources (HR) after the department head's approval has been obtained.

- Each District Court will be allowed one (1) paid law clerk each fiscal year.
- Each County Court will be allowed one (1) paid law clerk each fiscal year.

Duration: Hours should not exceed 40 hours per week with a maximum duration of 12 weeks.

The Pay Rate for the Paid Law Clerk Program is \$25 per hour.

Paid clerk positions will not be eligible to participate in County Benefits.



2. IT Department notification

The HR department, on receipt of the requisition form, will coordinate workstation setup and login credentials with the IT department to ensure that the workstation is fully operational prior to the intern's start date.

3. Law Clerk orientation

All law clerks in this program will be provided with an orientation highlighting key aspects of County policies with which they will be expected to conform during the specific term of employment. This orientation will exclude any discussion of programs and policies, including benefits plans that do not apply to specific-term employees.

4. Department orientation

Each law clerk will be provided with an in-depth review of department functions and activities, and their interaction with the work the student worker will perform. The department manager and team leads will conduct the department review during the first week of employment.

5. Progress report

Due to the short-term assignment of paid law clerks, the department manager will be responsible for providing a narrative report of the law clerk's assignments and progress at the close of each month the student is engaged. A copy of the monthly progress report will be forwarded to the HR department for record-keeping and reporting purposes. The participating department manager will also be responsible to record or submit any documentation that may be required by the student's educational institution.

6. Final report and Offboarding

In the week in which a law clerk's assignment ends, the department manager will provide a final progress report in addition to any report required by the educational institution the student attends. The HR department will schedule an Exit Interview on the day preceding the student worker's last day of work.