

**COUNTY OF BERGEN  
BOROUGH OF PARAMUS  
ORDINANCE 2025-22**

**AN ORDINANCE TO AMEND CHAPTER 99 OF THE CODE OF THE BOROUGH OF PARAMUS TO  
INCLUDE A NEW SECTION 24 TITLED "INTERNSHIP PROGRAM"**

---

**WHEREAS**, it is in the best interests of the residents of the Borough of Paramus to amend the Borough Code at this time to expand the Internship Program in the Borough to encourage civic engagement and interest in public sector careers; and

**WHEREAS** the Borough wishes through this Ordinance to establish Section 99-24 "Internship Program" of the Borough Code in order to serve the best interests of the Borough and its residents.

**NOW THEREFORE BE IT ORDAINED** by the Council of the Borough of Paramus, in the County of Bergen and State of New Jersey that:

**Section 1:**

**A: ESTABLISHMENT OF INTERNSHIP PROGRAM**

There is hereby established an Internship Program ("the Program") within the Borough of Paramus. The Program shall be administered and supervised by the Director of the respective department or their designee.

**B: PROGRAM DURATION AND COMMENCEMENT**

The session of the Program shall commence in July, and shall run for a total of up to eight (8) consecutive weeks.

**C: PROGRAM PURPOSE**

- a. Provide exposure to the operations, responsibilities, and services of the Department within the Borough;
- b. Encourage civic engagement and interest in public sector careers;
- c. Offer valuable, real-world experience that contributes to the educational and career development of participants.

**D: ELIGIBILITY**

- a. Be at least fifteen (15) years of age by the start of the Program;
- b. Possess valid working papers as required by state labor laws;
- c. Submit a signed consent form from a parent or legal guardian;
- d. Submit a completed application by the deadline established by the Borough;
- e. Be available to participate for the full 8-week duration of the Program;
- f. The Program is open to both residents and non-residents of the Borough of Paramus but must be residents of the state of New Jersey.

**COUNTY OF BERGEN  
BOROUGH OF PARAMUS  
ORDINANCE 2025-22**

**E: PROGRAM STRUCTURE, COMPENSATION, SAFETY, AND DRESS CODE**

- a. Interns shall be assigned to various departments within the Borough of Paramus, including but not limited to Administration, DPW, Finance, Clerks office, Building Department.
- b. Interns shall work under the supervision of designated Department staff members and shall receive orientation and training appropriate to their assignments.
- c. All interns shall be required to complete mandatory safety training prior to the commencement of any field or operational duties. This training shall include, but not be limited to, instruction on proper equipment use, personal protective equipment (PPE), workplace hazards, emergency procedures, and adherence to Borough safety policies.
- d. Interns shall be compensated at a rate of \$16.00 per hour.
- e. The standard work schedule shall be Monday through Friday, with hours as follows:
  - Monday through Thursday: 7:00 a.m. to 1:00 p.m. or 8:00 a.m. to 2:00 p.m.
  - One day per week (to be determined by the department): 7:00 a.m. to 12:00 p.m. or 8:00 a.m. to 1:00 p.m.
- f. Interns shall work no more than a total of 29 hours per week.
- g. Dress Code: Interns are required to wear attire appropriate for their assigned task which may include outdoor and physical work. This includes:
  - For office work Business Casual Attire is required
  - Durable work pants (no shorts or ripped clothing)
  - Closed-toe, hard-soled shoes or work boots (no sandals or sneakers)
  - Safety vests or other PPE as provided by the department
  - Any additional protective clothing required for specific job tasks
  - Durable work pants (no shorts or ripped clothing)
  - Durable work pants (no shorts or ripped clothing)

Failure to comply with dress code requirements may result in disciplinary action or removal from the Program.

**F: APPLICATION, SELECTION, AND REPORTING**

- a. The Borough shall develop an application form and publish program details, including deadlines and submission instructions, on the Borough's official website and through other public notices.
- b. Applicants shall be reviewed and selected based on eligibility, availability, interest in public service, and alignment with departmental needs.
- c. The number of available internship positions shall be determined annually by the Department Heads in consultation with the Borough Administrator.
- d. All interns shall report daily to the designated Department supervisor. Attendance and punctuality shall be recorded, and any issues or incidents must be reported immediately to the supervisor or Program coordinator.

**COUNTY OF BERGEN  
BOROUGH OF PARAMUS  
ORDINANCE 2025-22**

**G: TERMINATION AND CONDUCT**

- a. Interns are expected to adhere to all Borough policies, safety protocols, and conduct standards.
- b. The Borough reserves the right to terminate any intern's participation in the Program for violations of policy, misconduct, failure to complete safety training, or failure to perform assigned duties.

**Section 2**

All ordinances or parts of Ordinances inconsistent with this Ordinance are hereby repealed to the extent of such inconsistency.

**Section 3.**

This ordinance shall take effect immediately upon approval and publication of notice of adoption as provided by law.

Attest:

  
Annemarie Krusznis, RMC, CMC  
Borough Clerk

Approved:

  
Christopher DiPiazza  
Mayor

Introduced: June 12, 2025

Final: June 25, 2025