

Partnership for Children of Cumberland County, Inc.
Human Resources Policies and Procedures

Employment Information – Recruitment, Selection and Termination
Section 211 – Paid Internship

1. Policies

- a. Hourly pay rate, as identified in the intern agreement, will be at least minimum wage but not higher than the rate PFC normally pays a permanent employee performing similar tasks; Interns cannot accrue overtime hours/ wages.
- b. The length of the internship will vary based on assignment and the organization's needs.
- c. Work schedule for all interns will be specified on the internship agreement letter and will not exceed 40 hours in one week.
- d. Interns will not accrue any type of paid time off during the agreement period nor be eligible to receive any employer benefits to include but not limited to medical, dental and vision insurance.
- e. Interns will not work on a PFC recognized holiday (See Human Resources Policy, Section 402 for PFC recognized holidays); interns are not eligible for holiday pay.
- f. During the internship agreement period individuals will follow all set policies by PFC to include but not limited to general employment and rules of conduct policies.
- g. Any deviations to the intern's schedule must be approved by their supervisor.
- h. Interns are subject to termination or other discipline pursuant to Section 201.

2. Guidelines

- a. Internships are intended to provide exposure to a specific work setting to build the intern's confidence and self-advocacy skills and to provide an opportunity for the intern to apply "hard skills" in a specific work setting or to re-introduce to the job market.
- b. It is the decision of PFC leadership to consider an intern for an open job opportunity at the completion of the internship, however the continuation of regular employment is not guaranteed.

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3. Procedures

- a. All intern requests must be initiated by a member of PFC leadership through the Human Resource (HR) office. The request will include job duty synopsis, hourly pay rate (if applicable), and duration of internship and hours needed per week.
- b. Once the request is received, the HR Manager or designated PFC employee will make contact with the appropriate division and formally submit the request.
- c. Once the intern has been selected, the agency’s agreement, PFC offer letter, progress report (goals) and all other applicable paperwork will be completed by the HR Manager or designated PFC employee and signed by appropriate parties.
- d. The HR Manager will complete a Personnel Action Form for the accounting department, if applicable.
- e. Once all forms are completed the HR Manager will enter the intern’s information into Paychex for payroll purposes.
- f. On the first day of internship, the HR Manager will have the intern fill out tax forms and direct deposit forms, if applicable.

4. Reimbursement Procedures (If applicable)

- a. A reimbursement packet will be submitted to the appropriate agency as specified in the agency’s Internship agreement.
- b. The packet should include, but not limited to, an invoice, a monthly progress report, internship timesheet, time cards generated by Paychex and the interns pay stub.
- c. The progress report will be a continuous tool used to track the intern’s progress reviewed and signed, as specified in the agency’s Internship agreement or on a monthly basis by the supervisor and the intern.
- d. Once all documentation is filled out and signed they will be turned into the HR Manager for review and submission.
- e. The HR Manager will contact the appropriate agency once the packet is ready to be picked up.
- f. Reimbursement requests will be monitored for payment by the HR Manager.

President

Procedure Approval Date

Procedure Effective Date

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Policy:

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