

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

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

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

9/8/14

Procedure Approval Date

9/1/14

Procedure Effective Date

*Reviewed
9/8/14
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Policy:

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