

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

Employment Information – Recruitment, Selection and Termination
Section 212– Unpaid Internship

1. Policies

- a. Before the start of the internship there must be a signed MOA (Memorandum of Agreement) between PFC and the agency providing the intern.
- b. The length of the internship will vary based on assignment and the required hours.
- c. Work schedule for all interns will be specified in the internship offer letter and will not exceed 40 hours in one work week (Saturday- Friday).
- d. Unpaid Interns will not accrue any type of wages or 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 Human Resources 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.