

DEPARTMENT OF ADMINISTRATIVE & FINANCIAL SERVICES
Bureau of Human Resources

February 1, 2016

TO: Human Resource Directors

FROM: J. Thaddeus Cotnoir, Public Service Manager

SUBJECT: Instructions for establishing positions for the 2016 Maine State Government Internship Program

The purpose of this memo is to provide instructions to establish Government Intern positions within the State's human resource and budget/payroll systems.

In order to receive an intern through this program, agencies must follow the instructions and procedures established by the Margaret Chase Smith Policy Center, available on their website at <http://mcspolicycenter.umaine.edu/for-students/maine-government-summer-internship-program/for-agencies/>. The Center's process for requesting interns will open on February 1st and close on March 1st. Interns will begin work on Tuesday, May 31st and end on Friday, August 19th.

INSTRUCTIONS FOR ESTABLISHING POSITIONS IN MFASIS

1. The participating agencies must establish a special project position (Government Intern, class code 0655) for each sponsored intern.
2. Submit a New Position Requisition Form (Per 51) for each Government Intern position to Thaddeus Cotnoir in the Bureau of Human Resources. A sample New Position Requisition Form is attached to show the position data required for Government Intern positions.
3. A Financial Order must be submitted to the State Budget Officer to establish all Government Intern positions in accordance with 5 MRSA, § 1583-A. The total cost per intern is at least \$5,050 (\$4,800 salary plus \$250 administrative fee to the Margaret Chase Smith Policy Center, University of Maine).

If salary savings are to be used, only one Financial Order will be necessary to establish each position. Please attach a salary savings memo covering both fiscal years, FY 16 and FY 17. Positions assigned to departments on payroll Cycle A will receive payment covering 3 weeks in FY 16 and 9 weeks in FY 17. Positions in departments on payroll Cycle B will receive payment covering 2 weeks in FY 16 and 10 weeks in FY 17.

OFFICE LOCATED AT: BURTON M. CROSS STATE OFFICE BUILDING, 4TH FLOOR
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If salary savings are not available, two Financial Orders will be necessary: one to establish the Government Intern position (through the end date of August 19, 2016) and provide resources in FY 16, and a second Financial Order to provide resources in FY 17.

4. Upon the return of each approved Position Detail Record, submit a New Hire Form to the Office of the State Controller for each Government Intern hired. A sample New Hire Form is attached to show the position, classification, and salary data required for Government Intern positions. Attach the General Employee Information Form (Per 53) and a copy of the I-9 Form.

EMPLOYMENT STATUS, PAY, AND BENEFITS

1. Interns are temporary, unclassified employees. Intern positions are non-status and, hence, interns are not eligible for sick leave, vacation leave, or holiday pay. (Reference Civil Service Bulletin 5.13, issued September 18, 1998.)
2. Because Government Interns are not eligible for holiday pay, to the extent scheduling and work requirements allow, the employing agency should allow interns to work extra hours to make up for money lost as the result of an absence or an unpaid holiday. However, the intern's total earnings must not exceed the \$4,800 position allotment. Lost time may be made up by working on the weekend, by working extra hours during the week or, if absolutely necessary, by working beyond the end date of August 19, 2016.
3. The gross hourly rate for Government Interns will be \$10.00 per hour.
4. Government Interns will work 40 hours per week, except for weeks containing an unpaid holiday. Government Interns are eligible for overtime, so any hours actually worked in excess of 40 hours in any workweek (*not over 8 in any day*) must be compensated at the premium overtime rate. Work schedules are the responsibility of the employing agency.
5. The first pay day for Government Interns in positions assigned to Cycle A is June 22, 2016 covering the first two weeks of the program (May 31 - June 3, and June 6 - June 10 = 9 days). The first pay day for Government Interns in positions assigned to Cycle B is June 15, 2016 for the first week of the program (May 31 - June 3 = 4 days).
6. Government Interns will be members of the Maine Public Employees Retirement System and a 7.65% deduction will be made from biweekly paychecks. The Retirement System form needed to withdraw retirement contributions at the end of employment will be given to interns at their orientation session.

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7. A 1.45% biweekly deduction will be made for Medicare.
8. Deductions for state and federal taxes will be made according to each individual intern's withholding allowance certificate (Form W-4).
9. Government Interns may choose to participate in the State's group health, dental, and vision insurance programs effective the first of the month coincident or next following 30 days of hire. The earliest possible effective date is July 1, 2016. Interns who wish to be covered under health, dental, or vision insurance beginning July 1 must apply as soon as possible. Applications must arrive at the Employee Health & Benefits Division no later than June 30, 2016. The State will pay 95% of the cost of the intern's health premiums and the full cost of the intern's dental premiums. For interns who have eligible dependents, the State will pay 60% of the cost of the intern's dependent health insurance package. Dental insurance for dependents is available at the intern's expense. Vision coverage for the intern is available at the intern's expense. If an intern declines health, dental, or vision insurance, he or she must sign the applications on the refusal line.

Our experience has been that most Government Interns do not sign up for health and dental insurance, but the agency cost of an intern position will be increased if their intern elects health and dental insurance coverage. If the intern elects dependent coverage for health, the agency's liability will be higher. When preparing Financial Orders, salary savings include benefits. If salary savings are not used, the cost of benefits should be included. Agencies should contact the Bureau of the Budget with questions in that regard.

10. Government Interns are not eligible to participate in the State's group life insurance program.
11. Government Interns employed through this program are State employees and could use wages earned through the program to help qualify for unemployment benefits. The potential liability to agencies that employ interns is minute because of the low wage, because they are full-time students, and because of the timing of the intern wages. However, in the interest of full disclosure, there is a potential additional cost in this area also.

cc: Jeannie Johnson, Controller's Office
Kay Booker, Budget Office

/JTC/

2016**CYCLE A:****Check on:**

June 22

July 6

July 20

August 3

August 17

August 31

For Period Worked:

May 31 - June 3 (4 days)

June 6 – June 10

June 13 - June 17

June 20 - June 24

June 27 - July 1

July 5 - July 8 (4 days)

July 11 - July 15

July 18 - July 22

July 25 - July 29

August 1 - August 5

August 8 - August 12

August 15 - August 19

CYCLE B:**Check on:**

June 15

June 29

July 13

July 27

August 10

August 24

September 7

For Period Worked:

May 31 - June 3 (4 days)

June 6 – June 10

June 13 - June 17

June 20 - June 24

June 27 - July 1

July 5 - July 8 (4 days)

July 11 - July 15

July 18 - July 22

July 25 - July 29

August 1 - August 5

August 8 - August 12

August 15 - August 19

SPECIAL PAY ADVANCE: Interns who are not able to wait for the first pay check on June 22 (Cycle A) or June 15 (Cycle B) may request a pay advance through their agency human resource office.

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NEW POSITION REQUISITION FORM MFASIS HR SYSTEM
 STATE OF MAINE BUREAU OF HUMAN RESOURCES

COMPANY NUMBER/NAME	POSITION NUMBER	
POS STATUS	CLASS TITLE <i>Government Intern</i>	RET PLAN <i>110</i>
	WORKING TITLE	RET OPT <i>01</i>
POS TYPE <i>7</i>	SHIFT	WEEKS/YEAR <i>12</i>
JOB CLASS <i>0655</i>	CLASS/UNCLASS <i>U</i>	LOCATION
SALARY TABLE <i>50</i>	SALARY GRADE <i>01</i>	POS HOURS <i>80</i>
ADMIN UNIT <i>Z</i>	FUND SOURCE	WORKER COMP
AUTHOR DATE	POS BEGIN DATE <i>05/31/2016</i>	SEASON BEG MTH
POS CHG DATE <i>05/31/2016</i>	POS END DATE <i>08/19/2016</i>	FREEZE BEG DATE
ORG CODES	HOURS REDUCED	FREEZE END DATE
STD/NON-STD	LEG COUNT	FIN DISCL REQD
TEACHER CON DAY	FTE HOURS	RECRUIT STATUS
LEG CITATION	FLSA STATUS <i>N</i>	OPTION CODE
REG REFERENCE	FILLED/VAC FLAG	LAYOFF ORG UNIT
EXAM STATUS <i>D</i>	EST BETW SESS	LAYOFF UNIT DIV
OT CODE <i>Y</i>	DTE POS VACANT	ACT WHEN VACANT
PRES INCUM NAME	PRES INC NUMBER	DTE POS FILLED
PREV INCUM NAME	PREV INC NUMBER	BHR AUTHOR DATE

POSITION ACCOUNTING

BUDGET USE ONLY

FUND	OBJECT	
AGENCY		
APPROP ORG	REPORT ORG	
APPROP UNIT	PROJECT	
ACTIVITY	GRANT	

SIGNATURES

AGENCY	BHR	BUDGET	<input type="checkbox"/> APPROVE <input type="checkbox"/> DISAPPROVE
DATE	DATE	DATE	

NEW HIRE

STATE OF MAINE
BUREAU OF HUMAN RESOURCES

COMPLETE TOP OF PAGE 1
ALL OTHER SECTIONS
FOR DEPARTMENT USE ONLY

EMPLOYEE NAME	SSN	BIRTH DATE	BUSINESS TELEPHONE
ADDRESS (Street, City, State, County, Zip)		SEX	HOME TELEPHONE
		ETHNIC GROUP/RACE	
		<input type="checkbox"/> 0. White <input type="checkbox"/> 1. Black <input type="checkbox"/> 2. Hispanic	
		<input type="checkbox"/> 3. Asian <input type="checkbox"/> 4. American Indian <input type="checkbox"/> 5. Not Given	
		<input type="checkbox"/> 6. Other _____	

PREVIOUS STATE EMPLOYMENT

COMPLETE THIS SECTION ONLY IF YOU HAVE BEEN PREVIOUSLY EMPLOYED BY THE STATE OF MAINE		UNDER WHAT NAME	
BEGIN DATE	END DATE	DEPARTMENT	JOB TITLE

*BELOW THIS LINE AND ON THE FOLLOWING PAGE
IS FOR DEPARTMENT USE ONLY*

POSITION ASSIGNMENT

CURRENT HIRE DATE	APPOINTMENT TYPE		APPOINTMENT END DATE	
05/31/2016	E = Project Appointment		08/19/2016	
CERTIFICATION NUMBER	VETERANS PREFERENCE		MARITAL STATUS	TYPE OF HIRE
Leave Blank				A
CIVIL SERVICE STATUS	ORG 1	ORG 2	ORG 3	ORG 4
N				
POSITION NUMBER	JOB CLASS TITLE		JOB CLASS CODE	
	Government Intern		0655	

SALARY INFORMATION

PROBATION TYPE	PROBATION BEGIN/END DATES	SHIFT
Leave Blank	Leave Blank	
SALARY SPEC	SALARY GRADE	SALARY STEP
50	01	Leave Blank

AUTOMATIC SPECIAL PAYS

PAY NUMBER	PAY TITLE	HOURS	RATE/AMOUNT

IF THE EMPLOYEE'S SALARY IS REDLINED OR THE SALARY AMOUNTS CANNOT BE IDENTIFIED BY A SALARY SPEC, GRADE OR STEP, ENTER THE FOLLOWING SALARY INFORMATION

REDLINED SALARY	ANNUAL SALARY	BIWEEKLY SALARY	HOURLY RATE
<i>Please Circle</i> A ABOVE Salary will be redlined by BHR B BETWEEN U UNDER P PRORATED		800.00	10.00

EMPLOYEE INFORMATION

DEPARTMENT NAME/PROC. CO.	EMPLOYEE LOCATION/MCD CODE	DATE IN CURRENT DEPARTMENT
		05/31/2016
EFFECTIVE DATE IN JOB CLASS	ORIGINAL HIRE DATE	LONGEVITY DATE
05/31/2016	05/31/2016	Leave Blank
	DATE NEXT PERFORMANCE EVALUATION	NEXT SALARY REVIEW
	Leave Blank	Leave Blank

APPROVALS

DEPARTMENT	DATE	BUREAU OF HUMAN RESOURCES	DATE