

**2020 State Agency Intern Request  
 Signature Form**

This form with all signatures must be received by **March 1, 2020**.

<b>Position Title:</b>		
<b>Agency Name:</b>		
Supervisor's Printed Name ▲	Title ▲	Date ▲
Supervisor's Signature ▲	Title ▲	Date ▲
Human Resources/Finance Officer Signature ▲	Title ▲	Date ▲
Office/Bureau/Division Director Signature ▲	Title ▲	Date ▲

Supervisor: The supervisor's signature indicates that you understand your responsibilities and are prepared to provide a positive learning experience for a student intern.

Human Resources/Finance Officer: To assure that the intern will be appropriately employed and paid, the signature of the responsible Human Resources/Finance Officer for the Bureau/Division is required on this form.

Bureau/Division Director: The signature of the Bureau/Division Director in which the intern will be placed indicates **review and approval of the intern request and of the plan for funding the intern.**

The 2020 Maine Government Summer Internship Program will run from Tuesday, May 26 through Friday, August 14 for a total of 12 weeks. Interns are considered temporary unclassified employees of the State of Maine. **Your agency is responsible for paying the intern's salary of \$6,240. Your agency will also pay \$250 per intern to the Margaret Chase Smith Policy Center to partially support administrative costs of the Program.** The above signatures demonstrate that your agency agrees to employ the intern and will pay the intern's salary and the administrative fee.

The Bureau of Human Resources will provide agencies with policies and procedures for implementation of the Program. Questions concerning these policies and procedures should be directed to your HR Director or Jessica Crosby, Bureau of Human Resources, 4 State House Station, Augusta, ME 04333-0004. Tel: 624-7775.

**Please mail or e-mail this signature form to:**

Peggy McKee  
 Margaret Chase Smith Policy Center  
 5784 York Complex, #4  
 University of Maine, Orono, ME 04469-5784  
 Phone: (207) 581-1644  
 Email: margaret.mckee@maine.edu