

**DEPARTMENT OF ADMINISTRATIVE & FINANCIAL SERVICES**  
**Bureau of Human Resources**

January 25<sup>th</sup> 2023

TO: Human Resource Directors  
FROM: Karen Butterfield, Talent Management Coordinator  
SUBJECT: Instructions for establishing positions for the 2023 Margaret Chase Smith Summer Internship Program (MCSIP)

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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](#).

The Center's process for requesting interns will open on February 1, 2023 and close on March 1, 2023. Interns will begin work on May 30, 2023 and end on August 18, 2023.

**INSTRUCTIONS FOR ESTABLISHING POSITIONS IN MFASIS**

The participating agencies must establish a special project position (**Government Intern, class code 0655**) for each sponsored intern.

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.

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 \$7450 (\$7,200 wages plus \$250 administrative fee to the Margaret Chase Smith Policy Center, University of Maine).

- If salary savings are to be used to cover both FY23 and FY24 costs, use one Financial Order to establish each position, stating the beginning and ending dates of the internship. Please attach a salary savings memo covering both fiscal years, FY23 and FY24.
- If salary savings are not being used or are only used for one of the fiscal years, two Financial Orders will be necessary for each position.
- The first Financial Order is to establish the Government Intern position (through the end date of August 18, 2023) and provide resources in FY 23.
- The second Financial Order is to provide resources in FY 24, i.e. "Provides funding for a position(s) previously established by financial order"
- Please provide the funding plan covering both fiscal years with each of the Financial Orders.
- Financial orders have a 30 day hold from the time they are created. If you are using a financial

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order to pay for your intern, you must set this up well in advance of their start date. If you have any questions about this, please work with your financial resource within your agency.

Upon the return of each approved Position Detail Record, submit a **New Hire Form(s)** 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**

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.)

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 **\$7,200** 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 18, 2023.

The gross hourly rate for Government Interns will be a minimum of \$15.00 per hour.

Government interns will work 40 hours per week. For weeks containing an unpaid holiday, interns can be offered the option of making up their hours during the week to reach their 40 hour/week max. Interns may not make up hours on the actual 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.

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. A 1.45% biweekly deduction will be made for Medicare.

Deductions for state and federal taxes will be made according to each individual intern's withholding allowance certificate (Form W-4).

Government Interns may choose to participate in the State's group health, dental, and vision insurance programs effective the first of the month after completing the required enrollment steps. Interns who wish to be covered under health, dental, or vision insurance must actively enroll within 60 days of hire. The State will pay 95% of the cost of the employee only health coverage and the full cost of employee only dental coverage. For interns who have eligible dependents, the State will pay an additional 60% of the cost associated with dependent health insurance coverage. Dental insurance for dependents is available at the intern's expense. Vision coverage for the intern is available at the intern's expense. All interns are expected to indicate their election decisions during new hire orientation, even if it is to

decline coverage.

Our experience has been that most Government Interns do not enroll in health and dental insurance, but the agency cost of an intern position will be increased if their intern elects health and/or 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.

Government Interns are not eligible to participate in the State's group life insurance program.

Government Interns are eligible to participate in the State's 457(b) voluntary retirement program.

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: Dawn Pratt, Office of the State Controller  
Sarah Aiudi-O'Connor, Bureau of the Budget  
Thaddeus Cotnoir, Bureau of Human Resources  
Shonna Poulin Gutierrez, Office of Employee Health and Wellness