

2024 State Agency Intern Request Signature Form

► This form with all signatures, **in addition to the online application**, should be received by **March 3, 2024**. ◀

Internship Title:			
Agency Name:			
Supervisor's Printed Name ▲	Supervisor Title ▲		
Human Resources/Finance Officer Name▲	HR Title ▲		
Human Resources/Finance Officer Signature ▲	Date ▲		
Office/Bureau/Division Director Name ▲	Director Title ▲	Date ▲	

Supervisor: The supervisor's name 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 2024 Maine Government Summer Internship Program will run from Tuesday, May 28 through Friday, August 16 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 wages of \$15/hour including all locally appropriate federal and state withholdings. Your agency will also pay \$250 per intern to the Margaret Chase Smith Policy Center to support administrative costs of the Program.** The above signatures demonstrate that your agency agrees to employ the intern and will pay the intern's compensation 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 e-mail this signature form to:

Peggy McKee
 Margaret Chase Smith Policy Center
 Phone: (207) 581-1644
 Email: margaret.mckee@maine.edu