

**STATE OF NEW JERSEY
CIVIL SERVICE COMMISSION**

**Student Intern Program
September 2016**

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SECTION I

GENERAL PROGRAM DESCRIPTION:

The Student Intern Program aims to provide state and local agencies with a mechanism for employing students enrolled in accredited technical, undergraduate and graduate schools and community colleges through a structured internship program. This program responds to needs expressed by governmental agencies that have experienced increasing difficulties in attracting qualified staff to meet their organizational goals. Student Interns will have the opportunity to acquire permanency in selected trainee or entrance level career service positions. The Internship Program will provide a vehicle to develop a specific strategy to address workforce challenges by allowing an agency to:

1. Staff hard to fill, critical need, specialized or technologically skilled positions (specific data is required on retention & recruitment problems such as separations over the past 3 years; number of active lists & eligibles; number of appointments over the last 3 years);
2. Create a diverse pool of qualified candidates;
3. Develop candidates to meet succession planning needs.

This program initiative will concentrate on attracting students currently enrolled in training and educational institutions leading to the completion of a degree/certificate program. Enrolled students, in good standing, will be eligible for the internship program following the completion of the mid-point of their degree/certificate educational program i.e. their junior and senior year of a four-year study program.

Interns will be provided with meaningful work experience based on a combination of on the job training, technical skill development and professional mentors. Their work responsibilities will be designed as a structured program reflecting their increasing level of skills and knowledge acquired through their course of study and their internship work experience. Successful completion of this internship program will bring participants through a series of stages leading first to achieving permanent status in the non-competitive title of Student Assistant and resulting in full-time permanent employment in the career service. Student Interns will start as temporary hourly employees working toward completion of the required 200 internship hours (or as determined via the internship approval process). Upon completion of this 200 internship hours requirement, agencies will recommend the Intern for a non-competitive NC appointment to Student Assistant (03807) that is Stage 2 of the program. The final stage, or Stage 3, includes the approval and completion of the established promotional procedures from the Student Assistant title into the target Trainee, entry level or other approved title. Interns will receive permanent appointment to the target Trainee, entry level or other approved title upon completion of the required working test period. Interns appointed to the career service through this program will be required to complete a full year of service with the participating agency before they will be granted a release in good standing for employment outside the agency.

DEFINITIONS

Target Title: The entry-level professional or trainee title to which the student interns are to progress. They are identified by the participating agency and approved by NJ CSC.

Participating Agency: State and local agencies, departments and other organizations who choose to participate in the Student Internship Program.

Internship Request Package: Forms and supporting documentation submitted for CSC approval to establish a student internship program in a participating agency. It includes a justification, target title(s), agency established intern qualifications, job description, starting salary, preferred starting date, position funding information and commitment and mentor information.

Employee Registration Form: Intern data sheet submitted during the hiring process.

Employee Agreement Form: Part of the Internship Request Package that contains: explanations of the review and dismissal processes; internship start and end dates; salary progression; the offer of permanent appointment upon graduation and successful completion of the Internship; a statement that the Intern progresses to full time permanent status where he or she will be required to serve at least one full year; and a statement of understanding of this requirement signed by the Intern.

Mentor: An employee of the participating agency in the unit where the Intern will be employed who orients the intern to the agency and its policies and professional work practices, assigns and review the Interns' work and participates in Intern performance assessment with supervisory personnel. Mentors are advisors to the Intern. If they review the work of an Intern prior to submission to supervisory personnel, they do so in an advisory capacity.

SECTION II

Getting Started

The program is intended for students in New Jersey Colleges and universities and New Jersey residents attending out of state colleges and universities, training institutes and other educational programs (provided they meet the needs of the participating agencies and the program criteria) who have completed at least half of their course of study. However, Internship Programs will be approved on a case-by-case basis and participating agencies should be prepared to submit additional justification if they feel employment of Student Interns who do not meet pre-established program criteria is warranted.

Although there is no specific deadline for the submission of the internship request package, credit for student participation in an internship program will not be granted until the participating agency has received CSC approval of its internship program.

Participating agencies at the Local and State levels will submit an internship request package to CSC for review and approval. The internship request package will contain the following:

- A justification addressing at least one of the workforce challenges listed in the general program description located at the beginning of the Student Intern Program manual.
- Target title:
 1. The Participating Agency is to identify the entry level or trainee title(s) that will be used as the target title where interns will be provided permanency in the career service.
 2. Approval of the targeted titles will be in accordance with program criteria set forth in the Program.
- A job description which includes examples of duties commensurate with the intern's progressive level of skills and knowledge.
- Internships will be approved on a case by case basis. Minimum qualifications of applicants outside of pre-established Program guidelines.
- Starting Salary:

In State Service, if the participating agency feels it must offer a salary other than that established in program guidelines, it should submit a justification for doing so in the internship request package.
- Preferred Start Date
- Identification of approved funding for each position selected and a commitment from the agency to fund target position upon completion of the internship.
- Indication of the ability of the work unit where the intern will be assigned to provide a qualified mentor for the duration of the internship program.
- Identification (name and title) of the mentor for each Student Intern

Appointing Authorities are responsible for developing recruitment plans and targeting and recruiting from those educational institutions which meet their operational and institutional goals. Student responses to internships will be made directly to the participating agency.

NJ CSC will place recruitment information and materials about the Program on its web site and assist with recruitment efforts if requested by participating agencies.

The Hiring Process

The hiring process begins after Participating agencies have received approval for their internship programs. Participating agencies will be responsible for conducting the pre-screening and final selection process. Final selections are based on structured interviews, submission of proof of enrollment in the appropriate course of study and students' past academic performance.

All Participating agencies will submit an employee registration form and an employee agreement form as well as a DPF-44A and DPF-67 when appropriate. During Stage 2 of the Student Intern program, participants are appointed to Student Assistant (03807) on a part-time basis. Student Assistant (03807) is a Benchmark Title and therefore a completed DPF-44a is also required for State Appointing Authorities.

At Stage 1 of the internship program, the student is hired into Student Intern, TES (60631). Participating agencies must have positions classified in Student Intern, TES (60631). In State service, participating agencies may use the same DPF-44A for the Benchmarked Student Assistant (03807) for this purpose. In local service, participating agencies must complete a DPF-67 in addition to the employment registration and employment agreement forms.

NJ CSC will assist in developing the employment registration and employment agreement forms.

The Employee Registration Form will contain:

- Intern Name.
- College or University
- Social Security Number.
- Ethnicity.
- Sex.
- Home Address.
- Date of Birth.
- Agency and Division.
- Target title.
- Start Date.
- Starting Salary.
- Anticipated Graduation Date.
- Anticipated Degree.

The Employee Agreement Form will contain:

- Start and End Dates of the Internship.
- Explanation of the review process including that it is rated pass/fail.
- Explanation of the dismissal process including that employees serve “at will”.
- Salary progression.
- Offer of permanent appointment upon graduation and successful completion of the Internship.
- A Statement indicating that the Internship progresses to permanent full time status where he or she will be required to serve for at least one full year.
- A statement of understanding signed by the intern.

NJ CSC will review the Internship Request Package and any other Intern paperwork and determine if active lists for the targeted titles take precedence. It will also work with the participating agency to customize its proposed internship program if necessary to best suit the needs of the participating agency. Additionally, NJ CSC will document Intern and program data for future evaluation of the Internship Program.

SECTION III

THE PROGRAM

Participating agencies are free to establish liberal working arrangements to accommodate the interns' work and study schedules including temporary breaks in service in both Stage 1 and Stage 2.

Participating agencies may work with their students to meet criteria for college credit while they are completing an internship approved under this program. Agencies will need to work with and meet supervision criteria of the institutions providing internship-for-credit experiences.

To ensure the success of the Student Intern, the agency is required to develop a mentoring program. The work unit where the intern is assigned will provide a mentor for the duration of the internship. The mentor participates in:

- Orienting the intern(s) to the agency and its operation.
- Assigning and/or reviewing the work of the intern(s) as an advisor.
- Developing and/or implementing a performance based assessment agreement in collaboration with the intern supervisor.

Stage 1. Temporary Intern Service. For this initial stage the participating agency and the intern agree on a work schedule defining the number of hours to be worked and work assignments. Participating agencies will process payment for these interns as temporary hourly employees.

In State service the applicant is hired into Student Intern, TES (60631). The participating State agency sets a work schedule for the student and assigns him or her a mentor. The student begins working toward completion of a required 200 internship hours. Since interns are to be recommended for permanent part-time appointment following their first 200 hours of service, the 944-hour rule for TES/Special Services appointments is not a factor. Irrespective of the 944-hour limitation on TES services, the Student Intern will not be allowed to work in this designation beyond the 200 hours.

In local service, Local participating agencies will receive authorization to appoint the Interns, serving at the first stage of their internship as "temporary appointments for a maximum of one year" to Student Assistant (29037). Local participating agencies must also provide Interns with a mentor and adhere to the same mentor requirements as participating State agencies.

Stage 2. Permanent NC Student Intern Service. Upon NJ CSC approval, the participating agency processes the student's part-time appointment to the NC title Student Assistant (03807) via normal personnel action processing procedures. The Student Intern remains in Student Assistant (03807) pending the following:

- Successful completion of the working test period for Student Assistant.

- Graduation from the appropriate field of study to meet the minimum requirements of the targeted title. NJ CSC will review quarterly to reconcile the anticipated graduation date entered on the employment registration forms with the effective date for participant appointments to the targeted title.
- NJ CSC receives a letter from the participating agency recommending permanent appointment of the Student Assistant to the targeted title.
- Acceptable employee performance.

Stage 3. Permanent Career Service. In both State and Local service, the final stage includes the approval and completion of established promotional procedures from the Student Assistant (03807) title into the target Trainee or approved title. Student Assistants will receive a permanent appointment to the target Trainee or approved title upon completion of the required working test period. At the end of the working test period the appointee either becomes permanent or is terminated. Once appointed to a target trainee or other approved title, Student Assistants will be required to complete a full year of service with the participating agency before they will be granted a release in good standing for employment outside of the agency.

Performance Reviews

Successful performance assessments will be the criteria used by participating agencies and CSC to recommend and approve the intern's progression through the various stages of the internship program. Interns who receive an unsuccessful performance assessment will be terminated from the program.

In State Service, Student Interns will be subject to the same performance reviews and processes established for all state employees. In Local Service, Local participating agencies will be expected to use similar performance reviews and processes as may be established for their employees.

Once the interns start the second stage of the program where they become Student Assistants and begin to serve their working test period, they will be under the purview of the Merit System rules and regulations as the other Merit System employees.

The participating agency is responsible for the design and implementation of a performance assessment tool at the start of the internship process. The CSC will provide a sample performance assessment model, and assist agencies as requested in developing a format appropriate for their program. A preliminary assessment review will be completed at the midpoint of the internship year and at the end of the internship year, concluding with the intern's program anniversary date or the work unit's regular assessment schedule.

Other Evaluation Criteria

Appointees must continue to progress in their studies to meet the requirements of the targeted title and maintain their status as a student in good standing.

Appointees must comply with the work schedule set for them and complete work assignments.

Compensation

In State Service, Interns will be compensated in the following manner:

- **Stage 1:** an hourly rate which is 10% below the rate set for Trainee Target titles. If the Target title is an approved title which is not a trainee title, then the hourly rate will be 15% below the rate set for the approved non-Trainee target title.
- **Stage 2:** an hourly rate which is 5% below the rate set for Trainee Target titles. If the Target title is an approved title which is not a trainee title then the hourly rate will be 10% below the rate set for the approved non-Trainee target title.
- **Stage 3:** After appointment to a full time position, the employee will be paid the salary in effect for the Trainee or other approved title.

If a participating State agency has a need to provide higher salaries in order to implement a successful internship program, CSC will review such requests on a case by case basis, as part of the approval process.

Local participating agencies may follow the recommended salary levels but will need to abide by their current salary program.

In both State and Local service, Interns are not eligible for membership in a collective bargaining unit until Stage 3 of the Student Internship Program.

It should be noted that Student Assistant (03807) does not have title rights. The appropriate trainee or target title has demotional title rights to the Student Assistant (03807) consistent with the current policy regarding bumping journey titles to trainee titles.

Benefits

While serving as Student Assistants, Interns will earn paid leave benefits on a prorated basis following existing Merit System regulations.

In State service, State part-time employees are eligible to participate in the State Health Benefits Program and may purchase health benefits coverage under the plan.

In Local service, Local participating agencies will need to follow the rules governing their health benefit program.