

**NEW JERSEY CIVIL SERVICE COMMISSION
STUDENT INTERN PROGRAM
LOCAL EMPLOYEE AGREEMENT FORM**

AGENCY NAME:	
STUDENT NAME:	
START DATE:	END DATE:
TARGET TITLE:	
TARGET TITLE CODE:	

1. The performance of _____
(STUDENT INTERN'S NAME)
will be reviewed and assessed during the course of the internship program. There will be a mid-term assessment and final assessment leading to permanent appointment into the targeted title. All assessments will be on a pass/fail scale.

2. In Stage 1, _____
(STUDENT INTERN'S NAME)
will receive a temporary appointment to the title of Student Assistant (using title code 29037) and serve on an "at will basis" accruing no seniority, nor have any employee benefit or statutory rights afforded to employees in the career service.

3. In Stage 2, _____
(STUDENT INTERN'S NAME)
will earn paid leave benefits on a prorated basis following existing Merit System regulations. The local jurisdiction will follow the rules governing the health benefit program. Upon successful completion of Stage 2, _____ will attain permanent status in the non-competitive division title of Student Assistant (using title code 03807).

4. In Stage 3, _____
(STUDENT INTERN'S NAME)
will have the opportunity to promote from the Student Assistant (03807) title to the approved target title through established promotional procedures and will be required to complete a working test period of three (3) months.

5. Once _____
(STUDENT INTERN'S NAME)
is appointed to the target title the Student Assistant 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.

6. The Student Intern must continue to progress in his/her studies to meet the requirements of the targeted title and maintain his/her status as a student in good standing.

7. The Student Intern must comply with the work schedule set for them and complete work assignments.
8. The Student Intern is not eligible for membership in a collective bargaining unit until Stage 3 of the Student Internship Program.

Compensation

The Student Intern _____
(NAME)

will be compensated in the following manner:

- **Stage 1:** _____
(AA must provide the hourly rate for Stage 1 per program plan)
- **Stage 2:** _____
(AA must provide the hourly rate for Stage 2 per program plan)
- **Stage 3:** _____
(AA must provide the hourly rate for Stage 3 per program plan)

Benefits

_____ *will*
(NAME OF AGENCY)
follow the rules governing the health benefit program.

ACKNOWLEDGEMENT

I _____
(STUDENT INTERN'S NAME)

understand the requirements of the Student Intern Program and agree to the standards and criteria set forth. I understand that upon graduation and successful completion of the Internship program I will be offered a permanent position with _____.

(AGENCY NAME)

Once I accept full-time permanent status in the target title, I understand that I will be required to serve for at least one full year.

Signature of Employee/Intern:	Date:
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Print Employee/Intern Name:

Name of Agency:

Signature of Agency Executive or Appointing Authority:	Date:
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