

Signature Form

Maine State Government Summer Internship Program 2008 State Agency Intern Request

Position Title: _____ **Agency Name:** _____

Supervisor 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 their **review and approval of the Intern request and of the plan for funding the Intern.**

Terms of Intern Employment and Administrative Fee

Interns are considered temporary unclassified employees of the State of Maine. **Your agency is responsible for paying the intern's salary of \$4,080 (12 weeks at \$340 per week), plus \$150 per Intern to partially support the administrative costs of the Program.** The above signatures demonstrate that your agency agrees to employ and will pay the Intern's salary and the administrative fee.

The Program runs for 12 weeks, from Tuesday, May 27 through Friday, August 15, 2008. An Orientation Session for interns and supervisors will take place in Augusta on Tuesday, May 27. Friday, July 4 is a state government holiday, so interns will not be scheduled to work; nor will they be eligible for holiday pay. However, interns will be allowed to make up these 8 hours. Arrangements must be made directly with the intern's supervisor.

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 Thaddeus Cotnoir, Bureau of Human Resources, #4 State House Station, Augusta, ME 04333-0004. Tel: 624-7799.

For further information, contact: Eva McLaughlin. Email: eva.mclaughlin@umit.maine.edu, Phone: (207) 581-1646.

The completed form with all signatures must be received by **Monday, March 3, 2008.**

Please FAX or mail to:
Maine State Government Summer Internship Program
Margaret Chase Smith Policy Center
5784 York Complex #4
University of Maine, Orono, ME 04469
FAX: 207-581-1266