

STATE OF MAINE

DEPARTMENT OF PERSONNEL

April 1, 1980

PERSONNEL MEMORANDUM 8-80

TO: All Department/Agency Heads, Departmental Personnel Officers

SUBJECT: Clarification of Intern and Work-Study Programs for the Summer of 1980

This memorandum is to report that the State Government Internship Program and various university work-study programs in effect in previous years will operate this year. The following guidelines may be useful for those uncertain as to the policy in effect relative to these programs.

(1) State Government Internship Program. This program has been determined to have sufficient benefit to the State compared to its cost for it to be continued this summer. State agencies will have to bear the cost (\$1,500) of each intern from existing budgets. Although salary savings can be used for this purpose, administrators should ensure that work assignments for interns not be such that use of these students be interpreted as a way to circumvent the current hiring austerity program. The deadline for submitting requests for interns is April 15.

(2) Work-Study Students. Since this department would not normally be involved in the hiring of work-study students, agencies which have employed work-study people in the past may continue to do so, provided that the number of such students does not exceed the average number employed in this capacity in preceding years. Agencies which have not used work-study programs in the past and agencies wishing to increase the number this year, are required to submit justifications to this office before filling these positions.

(3) General provision. Agencies and administrators making use of any of the above programs are again cautioned not to use the programs in a manner that could be interpreted as circumventing the current State Government cost savings program.

Questions concerning the program may be directed to Jack Gardner, Tel: 289-2821.

JADINE R. O'BRIEN
COMMISSIONER

MAY BE REPRODUCED LOCALLY TO MEET DISTRIBUTION NEEDS