



Steven L. Beshear
Governor

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Nikki R. Jackson
Secretary

PERSONNEL MEMO 10-16

TO: Cabinet Secretaries
Agency Heads
HR Administrators

FROM: Nikki R. Jackson, Secretary 

DATE: November 16, 2010

SUBJECT: AIKCU-Sponsored 2011 Frankfort Internship Program

The Association of Independent Kentucky Colleges and Universities (AIKU) are currently selecting students for the 2011 Administrative Internship Program. Placement of students is scheduled for January 16 through April 15, 2011.

The Personnel Cabinet supports this program enthusiastically and will facilitate the process of placing these students in Executive Branch agencies.

I encourage you to participate in this valuable program and offer these outstanding students an opportunity to get hands-on experience in public service that may lead them to determine that Kentucky State Government is the "Employer of Choice."

Attached is a fact sheet that you will need to follow to ensure proper processing of these interns.

Each intern must complete an application on-line in the Career Opportunities System to participate in this program.

If you have any questions please contact Rebekah Singleton, Co-Op/Intern Program Coordinator at (502) 564-5248.

FACT SHEET
FOR
2011 FRANKFORT SEMESTER INTERN

Personnel/Payroll Instructions

1. Agency must submit Exemption to Hiring Freeze.
2. Enter a P-1 to establish (E71) and appoint (A11).
3. Effective date of appointment is 01/16/11. Appointment will run through 4/15/11.
4. There is no position description required.
5. Remarks must state – FRAK SEM INTER – STIPEND.
6. Use title code 9901 – Co-op.
7. Agency shall pay student internship participants a stipend of \$375 per pay period.
8. You do have to withhold Social Security tax.
9. Agencies will be responsible for ensuring interns will work at least 30 hours per week.
10. There are no timesheets required.