



## PERSONNEL CABINET

501 High Street, 3<sup>rd</sup> Floor  
Frankfort, Kentucky 40601  
Phone (502) 564-7430  
Fax (502) 564-7603  
www.personnel.ky.gov

Steven L. Beshear  
Governor

Tim Longmeyer  
Secretary

### PERSONNEL MEMO 12-43

**TO:** Cabinet Secretaries  
Agency Heads  
HR Administrators

**FROM:** Tim Longmeyer, Secretary *TML*

**DATE:** October 18, 2012

**SUBJECT:** AIKCU-Sponsored 2013 Frankfort Internship Program

The Association of Independent Kentucky Colleges and Universities (AIKCU) are currently selecting students for the 2013 Administrative Internship Program. Placement of students is scheduled for January 16, 2013 through April 15, 2013.

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 online 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.



An Equal Opportunity Employer M/F/D

Hiring Instructions for 2013  
Association of Independent Kentucky  
Colleges and Universities (AIKCU) Internship Program

1. Agency must submit Exemption to Hiring Freeze.

2. Establish Position use criteria below:

No Position Description Required  
Job ID 21000375, AIKCU Intern  
Pay Grade Type: Ungraded  
Personnel Area: Executive  
Personnel Sub Area: Interim N-Exempt  
Employee Group: Non-Chapter  
Employee Subgroup: NL Hourly 37.5  
Interim Positions count against the "other" cap  
Remarks: AIKCU Intern-Stipend

Appointment use criteria below:

Effective date of appointment: January 16, 2013 (Appointment will run through April 4, 2013)  
Salary: Enter .01 hourly  
Remarks: AIKCU Intern-Stipend

3. Agency shall pay student internship participants a stipend of \$416.67 per pay period.  
HRG will create IT 0014 Recurring Payments/Deductions; begin date January 16, 2013, end date April 15, 2013. Enter recurring stipend amount of \$416.67
4. HRG must withhold all regular, applicable payroll taxes.
5. Agencies will be responsible for ensuring interns will work at least 30 hours per week.
6. Timesheets are not required, and time should not be entered in KHRIS.