



PERSONNEL CABINET

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PERSONNEL MEMO 14-17

TO: Cabinet Secretaries
Agency Heads
HR Administrators

FROM: Tim Longmeyer, Secretary **TML**

DATE: August 27, 2014

SUBJECT: AIKCU-Sponsored 2015 Frankfort Internship Program

The Association of Independent Kentucky Colleges and Universities (AIKU) are currently selecting students for the 2015 Administrative Internship Program. Placement of students is scheduled for January 16, 2015 through April 15, 2015.

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.

Hiring Instructions for 2015
Association of Independent Kentucky
Colleges and Universities (AIKCU) Internship Program

1. 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



An Equal Opportunity Employer M/F/D

Appointment use criteria below:

Effective date of appointment: January 16, 2015 (Appointment will run through April 15, 2015)

Salary: Enter .01 hourly

Remarks: AIKCU Intern-Stipend

2. Agency shall pay student internship participants a stipend of \$416.66 per pay period.
HRG will create IT 0014 Recurring Payments/Deductions using WT3009; begin date January 16, 2015, end date April 15, 2015. Enter recurring stipend amount of \$416.66. Use Maintain Text to make a note that it is for AIKCU Internship Stipend.
3. HRG must withhold all regular, applicable payroll taxes.
4. Agencies will be responsible for ensuring interns will work at least 30 hours per week.
5. Timesheets are not required, and time should not be entered in KHRIS.