

COMMONWEALTH OF
PENNSYLVANIA

High School Internship (HSI) Program

10/31/23



OVERVIEW



Introductions



High School Internships



Program Details



Supervisor Information



Forms



BTA, Liaison, & Supervisor
Responsibilities



Child Clearances



INTRODUCTIONS

Internship & Entry Programs Team:

Our role under OA's Bureau of Enterprise Recruitment is to provide guidance, clarification, and assistance to agencies on internships, apprenticeship, and other entry-level positions and programs.

WE ARE HERE TO SUPPORT YOU!



DOUG HASSENBEIN

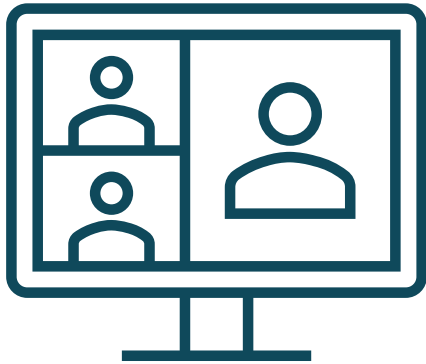
**Enterprise
High School
Internship
Coordinator**



CASSANDRA HANE

**Enterprise
Internship &
Entry Programs
Manager**

YOUR TURN!



In the chat, please share the following:

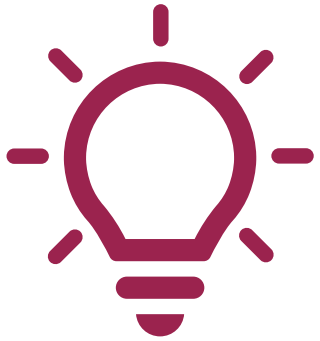
-  **Where you work (agency & bureau/office)**
-  **Your location**
-  **How long you've worked for the commonwealth**

HIGH SCHOOL INTERNSHIP (HSI)

Some employers provide an opportunity for high schoolers to explore and define their career interests and goals by participating in a work-based learning program such as an internship, co-operative education, or capstone learning. A student who is participating in a work-based learning opportunity with the commonwealth is classified as a “High School Intern” (formerly “Secondary School Intern”).



YOUR TURN!



Using the chat please tell us some of the **benefits** that you can think of for high school students to have the **opportunity to intern with a Commonwealth agency?**

BENEFITS OF HIGH SCHOOL INTERNSHIPS

There are many benefits for the Commonwealth to connect with students and schools as part of a work-based learning opportunity.

- Educate high school students about possible job opportunities with the Commonwealth
- Attract highly qualified talent to Commonwealth agencies and connect this talent directly to industry professionals
- Provide safe and rewarding opportunities for high school students to help them better define career interests and goals, and to further develop their technical and professional skill sets

HIGH SCHOOL INTERNSHIP RESOURCES

[High School Internship Page](#)

- From www.hrm.oa.pa.gov, click on “Hiring & Separation” icon
- Click on “Filling Positions” link
- Select “High School Internship Resources” from Additional Resources box on right.
- Recommend using Microsoft Edge browser



The screenshot shows the Pennsylvania Office of Administration Human Resources website. The header includes the PA logo, the text 'An Official Pennsylvania Government Website', and the site title 'Office of Administration - Human Resources'. Navigation links for 'Organization Management', 'Equal Employment Opportunity', 'Employee Relations', and 'Workforce Support' are visible. A search icon is in the top right. The main content area features a large image of the Pennsylvania State Capitol dome. Below the image is a horizontal menu with icons and labels for 'Hiring & Separation', 'Training & Development', 'Benefits', 'Leave', 'Employees', 'Alerts & Transactions', 'Workforce Statistics', and 'HR Tools'. The 'Hiring & Separation' icon is circled in green, with a green arrow pointing to it from the left. Below the menu, the breadcrumb trail reads 'HRM > Hiring & Sep > High School Internships'. The main heading is 'High School Internship Resources'. Below this, a paragraph states: 'HR liaisons, business partners, hiring managers, and supervisors all share an important role in creating a safe and supportive environment for students to learn more about commonwealth career opportunities. The following information and

Consult this page regularly!

**Includes
[Procedures
For HR
Liaisons](#)**

ELIGIBILITY

- High School **Junior** or **Senior** on first day of employment
- Minimum age 16 on first day
- Recommended by the school (via Letter of Recommendation). Student must attach when applying online.

CLASSIFICATION & PAY

| | |
|-------------------------|---|
| <u>Job Code:</u> | U2540 |
| <u>Job Class:</u> | High School Intern (formerly SSI) |
| <u>Service Type:</u> | Unclassified* |
| <u>Complement:</u> | Place in wage status* |
| <u>Pay Scale Type:</u> | XH (Miscellaneous Hourly Rates) |
| <u>Pay Scale Group:</u> | XH28 |
| <u>Pay Rate:</u> | \$16.17/hour |
| <u>Pay Level:</u> | A |

** Positions with an unclassified service-type do not count against wage limit/allotment.*

RESTRICTIONS

Work Hours for Minors (students under age 18):

- Identified in [Child Labor Act](#).
- The [Abstract of the Child Labor Act Hours Provisions*](#) is a helpful resource. Identifies appropriate working hours & durations for a minor:
 - 28 hours per week during the school term
 - 37.5/40 hours per week during school vacation/breaks
 - Work hours prohibited after 12 a.m. and before 6 a.m.
- No required minimum. Recommendation is 3 hours per each day scheduled, to allow a meaningful shift.

*** Post Page 1 of “Abstract” (for 16 – 17-year-olds) in a conspicuous place. Required by law.**



RESTRICTIONS

Prohibited Occupations for Minors (students under age 18)

- Review [Prohibited Occupations List](#) via PA Dept of Labor & Industry, [Bureau of Labor Law Compliance](#). (Pages 1 thru 6 of the list.)
- Additional info: [Federal “Off Limits” Jobs Summary](#) & [Federal Fact Sheet #43](#).
- Rules designed to safeguard the health and lives of minors, and to inform the employer and minor employee of their responsibilities.
- Especially pertain to occupations involving:
 - Trades
 - Equipment/machinery
 - Materials/substances
 - Physical/manual duties
 - Hazardous duties
 - Driving
- Additional occupational areas are referenced too (example – food service).
- Ensure supervisors in pertinent occupational areas are familiar with these listings.

RESTRICTIONS

Exceptions to Prohibited Occupations List for Minors

- Exceptions noted in one of the following ways:
 - Explanations in the summaries – indicate limited duties of some prohibited occupations that all, or most, minors can perform.
 - Asterisks – denote duties minors can only perform if enrolled in vo-tech (career & technical center). A key to the asterisks is on Page 6 of the listing.
- Note: Supervisor and HR must determine if any prohibitions or exceptions are relevant.
 - If so, Additional Requirements may need to be developed and requested for the job posting.
 - For further guidance, consult with agency's Legal Office.
 - The school internship coordinator may set an on-site visit prior to start date, with the student and commonwealth supervisor, to review necessary safety procedures.
- Questions: contact PA Dept of Labor & Industry, Bureau of Labor Law Compliance:
 - 717.705.5969 or 1.800.932.0665
 - RA-LI-SLMR-LLC@pa.gov

PROGRAM DATES OF OPERATION

- Official school year runs **July 1 thru June 30**. (Same as commonwealth fiscal year.)
- This is **not** a summer internship or summer placement program. Students must work most of the school year.
- Students may begin at official start of school year (July 1) or anytime thereafter in the school year.*
- Senior End Date – maximum in HSI classification is June 30.*
- Junior End Date – if internship planned to continue into senior year, **no** separation, re-posting, etc. is necessary at end of junior year:
 - Student continues working into senior year.
 - HR Liaison should confirm wage HSI position can continue being used into new fiscal year, per agency procedures.

*** Supervisor must discuss the school's procedures for start & end dates with the school contact at time of formal offer. Each school's procedures will vary!**



SUPERVISORS SHOULD BE...

- Willing to provide a student with a hands-on learning experience that combines practical application, observation, professional opportunities, and mentorship. This includes providing:
 - Regular, ongoing feedback on student development and career goals
 - A safe environment to learn
 - Understanding & patience. This is the first real job for many high school students.
- Willing to develop the [Training Plan](#) template document, which identifies student tasks and learning activities. Willing to work with the school to adjust or edit, if necessary.
- Willing to serve as primary point-of-contact for the student and the school.
- Interested in participating:
 - The supervisor will not receive higher class/pay, reclassification, etc.
 - Should **not** be required to participate. The HSI Program is **not** a condition of employment.
- Willing to obtain 3 child clearances (**required** to supervise high school interns)
 - PA Child Abuse History
 - PA State Police Criminal History (PATCH)
 - FBI Criminal History (fingerprints required – no alternative options)

[Supervisor Checklist](#) - on the HSI Resource Page. Allows supervisors to initiate and walk through their steps and responsibilities.

REQUIRED CHILD CLEARANCES FOR SUPERVISORS

PA Child Protective Services Law (CPSL) - Chapter 63C - Sections 6344 & 6344.2 - 6344.4


- Requires clearances to supervise minors (under 18) in internships & related programs.
- Ensures supervisor is in good standing. Supervisor is the person responsible for the minor's safety & well-being.
- Completed clearances remain valid 5 years from issue date.

HSI Program Requirements

- Clearances for supervisors always required, regardless of selected student's age.**
- FBI clearance – fingerprints must always be obtained (disclosure form not accepted).**
- Supervisors inform HR Liaison whether or not they need clearances.
- HR Office or BTA provides instructions to supervisors.
 - Schools may offer to provide assistance for clearances.
 - Politely decline. Only obtain through BTA/commonwealth HR procedures.
- Supervisor provides clearances to the school when student accepts formal offer.
- ***Established for consistency. Some schools have requirements above CPSL minimums.*

REQUIRED CHILD CLEARANCES FOR SUPERVISORS

Costs + Additional Details

- Clearances are maintained in supervisor's electronic Official Personnel File (e-OPF).
 - Location for document type = criminal background check.
 - Document type associated with restricted/confidential role.
 - Costs are associated with some of the clearance types. Agencies billed accordingly.
 - [Contact](#) BTA Background Check & Hire Division for questions or assistance:
 - For cost details & agency billing procedures.
 - If supervisor is unsure when clearances were last obtained or already on file.
 - If supervisor has questions/problems when obtaining clearances.
 - School requests for new clearances every year.
 - Inform the school only the 5-year cycle of the CPSL can be accommodated.
 - With consideration to the costs and staff time involved on a yearly basis.
- 

HIGH SCHOOL INTERNSHIP FORMS

The OA has partnered with the PA Dept of Education (PDE) to develop forms for commonwealth high school interns. These forms are the only acceptable forms for this program. Commonwealth agencies cannot accept schools' version of these forms.

THREE FORMS:

- Training Plan
- Statement of Responsibilities (“Agreement”)
- Performance Evaluation Form

Schools must agree to use the commonwealth’s forms for the student to participate in the HSI Program. However, supervisors can include schools’ reasonable requests for requirements and performance expectations on the Training Plan and the Performance Evaluation Form.



TRAINING PLAN

- Supervisor determines and completes “Competencies/Tasks” and “Learning Activities” sections on the [Training Plan](#).
- Supervisors should be familiar with [Prohibited Occupations](#) and must discuss any relevant prohibitions or exceptions with their HR Liaison.
- HR Liaison reviews the content and attaches the Training Plan to the job posting request.
- BTA will use this form to build the job posting. (No position description is required for high school interns.)
- This form should not be signed until a student accepts a formal offer of employment.
- Title format: _____ Intern (High School).
Ex: [Accounting](#), [Video Editor](#), [Welding](#) Intern (High School).



The Training Plan is designed to be a working document. After the official job offer is made, the supervisor will share this form with the school. The school may request additional tasks or objectives be added, based on the school’s work-based learning program requirements. Reasonable updates can be added before the student and school sign the document.

STATEMENT OF RESPONSIBILITIES (SOR)



The SOR identifies the student learner, school, and supervisor. It outlines details of the internship to include the start & end dates and responsibilities of each party.

This document has been developed in partnership with PDE and is the sole listing of responsibilities for this internship. **No separate school agreement/contract should be signed, or changes made to this form.**

Is completed once student accepts formal offer. Requires supervisor's signature and various school signatures. Requires supervisor and school internship coordinator to discuss start and end dates.

PERFORMANCE EVALUATION

- Interns should receive at least one [Performance Evaluation](#) during the internship.
- Recommendation: Complete one month prior to the end of the internship.
- School may require additional evaluations (monthly, quarterly, etc.). Also, school staff is permitted to visit the worksite whenever requested.
- This document has been developed in partnership with PDE and is the sole evaluation form to be used. However, the school may request the supervisor include additional information. The supervisor should be willing to accommodate additional areas for rating on the evaluation (unless the supervisor has concerns).



REQUIRED HSI FORMS

BTA lists the italicized statement on all High School Intern vacancy postings, under Additional Requirements:

“By participating in this program, the student and school agree to the use of the Commonwealth’s Training Plan, Statement of Responsibilities, and Student Performance Evaluation. Forms will be provided to the student upon acceptance of this position.”



AGENCY PREPARING TO POST

Postings appear on the Intern & Apprenticeship Page of the commonwealth employment site.

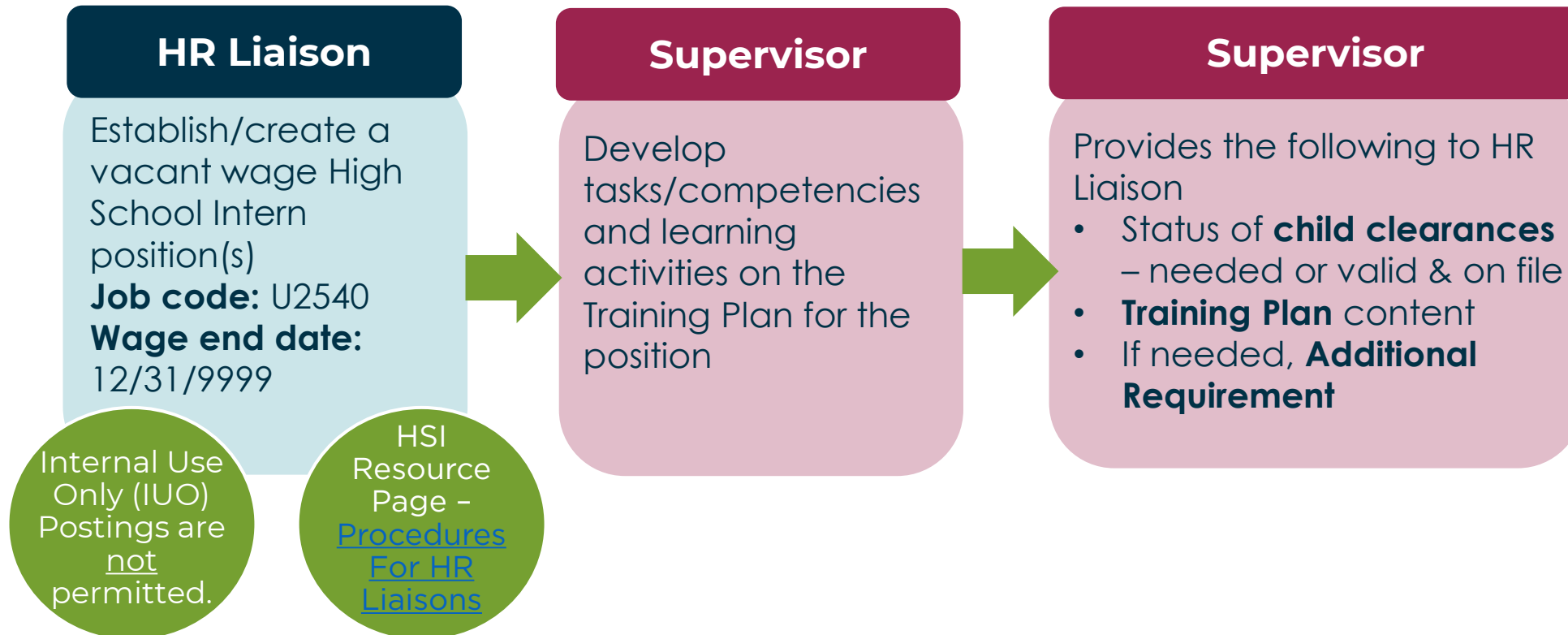
www.employment.pa.gov

The screenshot shows the homepage of the PA Employment website. The navigation bar includes links for OPEN JOBS, INTERN & APPRENTICESHIP, ABOUT PA, BENEFITS, and VETERANS. The main content area features several promotional tiles:

- INTERN FOR PA:** Includes a play button icon, the text "Students share what they love about interning for PA", and a "WATCH VIDEO" button.
- OPEN JOBS:** Includes a briefcase icon, the text "Opportunities across a wide variety of occupations", and a "VIEW JOBS & APPLY" button.
- INTERN & APPRENTICESHIP:** This section is circled in green and has a green arrow pointing to it. It includes a graduation cap icon, the text "For high school, college and post-graduate students", and a "VIEW PROGRAMS & APPLY" button.
- SPOTLIGHTS:** Includes a star icon, the phone number "154-8087", the text "Meet our employees and learn about the work we do", and a "LEARN MORE" button.
- EXPERIENCE MATTERS:** Includes a puzzle piece icon, the text "View all job titles that do not require a degree to qualify", and a "LEARN MORE" button.
- BENEFITS:** Includes a thumbs up icon, the text "Financial, health & wellness, work-life balance, career development and other perks", and a "LEARN MORE" button.
- VETERANS:** Includes a flag icon, the text "Put your experience to work for us", and a "LEARN MORE" button.
- ADDITIONAL INFO:** Includes an information icon, the text "How to apply for a job, requirements, FAQs and other employment details.", and a "LEARN MORE" button.

AGENCY PREPARING TO POST

Once a supervisor expresses interest in filling a high school internship, the HR Liaison is responsible for working with the supervisor and BTA throughout the hiring and selection. The next few slides will further identify responsibilities of all three parties during this process.

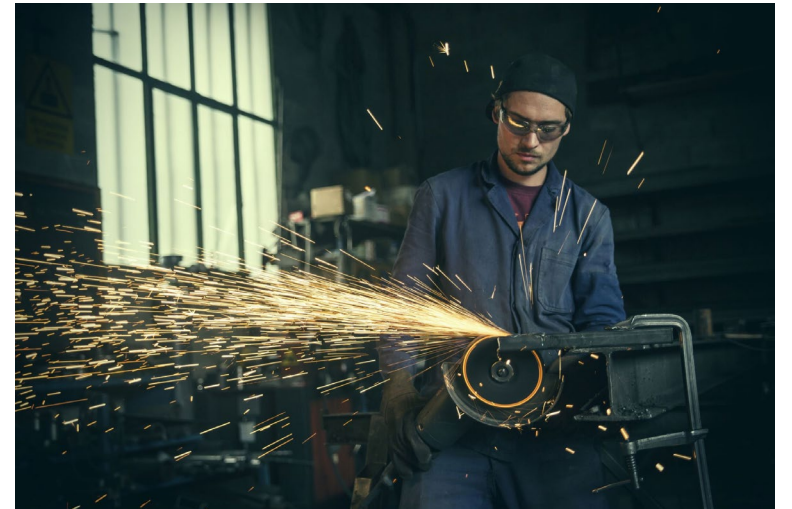


ADDITIONAL REQUIREMENTS TO THE METs (IF NECESSARY)

Supervisor and HR – determine if Additional Requirements are needed for the posting.

HR – informs BTA of Additional Requirement on job posting request and inform BTA to screen for this.

BTA – will screen/verify applicants for the Additional Requirement and refer student applicants who qualify.



ADDITIONAL REQUIREMENTS TO THE METs – IF NECESSARY

Additional Requirement is needed when Training Plans include duties for an occupational area requiring the student intern to be in vo-tech (career and technical center) as a student learner.

This requirement denoted by asterisks & explained on Page 7 of the [Prohibited Occupations List](#).

The following should be included with your job posting request.
Ask BTA to screen for this:

Sample Additional Requirement Language:

“Must be a vo-tech (career and technical center) student in an approved cooperative vocational program that has prepared the student for the duties and description of work described in this posting.”

AGENCY PREPARING TO POST

HRL Reviews:

- Training Plan - to ensure supervisor has identified all appropriate tasks/competencies & learning activities. Title format:
 - _____ Intern (High School)
 - Ex: Welding Intern (High School)
 - Ex: Accounting Intern (High School)
- Additional Requirement Needed? - for vocational exceptions to [Prohibited Occupations](#)
- Status of Child Clearances - needed or valid/in e-OPF?

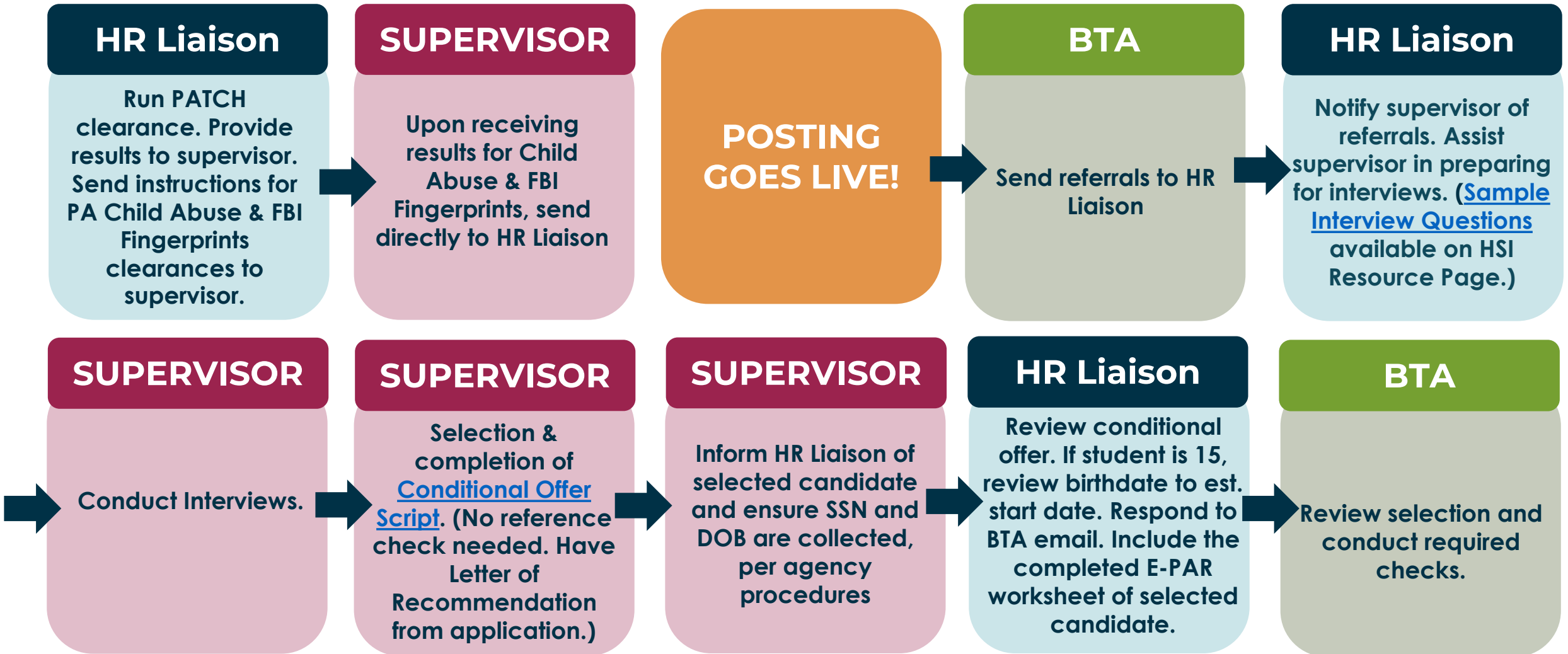


HRL Submits Job Posting Request, Including:

- Training Plan
- If needed - provide Additional Requirement language & request BTA to screen for requirement
- Position number
- Applicable school year (20XX-XX)
- Post for 15 - 20 days (recommended)
- Supervisor's name
- Child clearance status - needed or valid for full school year.
 - For clearance questions & help with e-OPF, [contact](#) BTA Background Check & Hire Div.
- Additional comments (if needed)

CLEARANCES, REFERRALS, & SELECTIONS

Below is a visual outlining the responsibilities of BTA, the HR Liaison, and the Supervisor from the time of the posting submission through the conditional offer.



OFFICIAL OFFER, FORMS, AND E-OPFs

BTA

Confirms it is ok to proceed with final offer. Files all child clearances into supervisor's OPF.

HR Liaison

BTA will send email to contact person on requisition. If it is the HRL, the HRL should notify supervisor.

SUPERVISOR

Make two calls. First to student – official offer and determine start date. Second to school – confirm start date, work schedule, and determine end date.

SUPERVISOR

#1. Child Clearances – provide copies to school. #2. Proof of Workers' Comp Insurance – provide copy if requested by school. #3. Training Plan & SOR – discuss, complete, and sign. E-mail to school for its completion & return. #4. Work Permit – if student is a minor, request a copy from the school. #5. Send To HR Liaison – Training Plan, SOR, Work Permit (minors), and the start date.

HR Liaison

Ensure Training Plan and SOR are completed & signed by all parties. If student is a minor, ensure copy of Work Permit was received.

HR Liaison

Respond to BTA email:
#1. Provide effective date.
#2. Attach Training Plan, SOR, and Work Permit (if minor).
#3. SOR – School Credit Box – remind BTA.

BTA

#1. Review candidate selection.
#2. Upload completed Training Plan, SOR, Work Permit (if minor), and PATCH into student's e-OPF.
#3. Upload child clearances in supervisor's e-OPF.
#4. Complete and submit E-PAR Worksheet to HRSC.
#5. On SOR, if School Credit Box says "no," inform HRSC "Delete IT0235, student not receiving credit."

OFFICIAL PERSONNEL FILE (OPF)

What goes in student's e-OPF?

- PA State Police Criminal History Clearance (PATCH)
- Statement of Responsibilities (SOR)
- Training Plan
- Work Permit (if student is a minor)

Commonwealth policy requires that at least one evaluation be completed on the student's performance during the internship. Some schools will require additional evaluations to be completed. Supervisors should follow their regular EPR process to ensure these completed evaluations are placed into the e-OPF.

What goes in supervisor's e-OPF?

- PA State Police Criminal History Clearance (PATCH)
- PA Child Abuse History Clearance
- FBI Criminal History Clearance (fingerprinting)

As a reminder, clearances are uploaded into the e-OPF. A supervisor will be able to access as needed. If the clearances are not in the e-OPF, a supervisor should [contact](#) Bureau of Talent Acquisition, Background Check & Hire Division, (BTA-BCHD) to request a copy or to confirm if active clearances are on file.

PERFORMANCE & DISCIPLINE ISSUES



REMIND SUPERVISORS TO ADDRESS PROBLEMS/ISSUES ASAP

- **Instruct supervisors to contact school internship coordinators—they want to know about problems!**
 - Schools can provide insight as we investigate the issue.
 - Schools want to maintain good relationships & reputations. They want their future applicants to be considered for the HSI Program!
 - Remind school internship coordinator that counseling, discipline, or termination may be determined necessary by the agency.
- **Contact your Employee Relations Coordinator (ERC).**
 - Follow normal counseling/disciplinary procedures and progressions.
 - If appropriate, complete a Student Performance Review form.
- **If circumstances dictate, internship can be terminated.**
 - Immediately notify school internship coordinator to ensure student reports to school.
 - Also, provide school internship coordinator with copy of termination letter.

RECRUITMENT OPPORTUNITY – GRADUATING INTERNS

- Supervisors/HR staff are encouraged to meet with graduating interns by early April. Discuss career interests, employment opportunities, and applicable vacancies.
- Guide interns through the application process for vacancy postings. Start early enough to avoid separation. There is **no** automatic promotion from HSI position.
- BER-IEP is determining the content for a potential intern employment survey. More info to come.

REVIEW OF RESPONSIBILITIES

SUPERVISORS

- ✓ Request HSI (wage) position
- ✓ Develop training plan
- ✓ Request recruitment & interview assistance
- ✓ Request to post internship
- ✓ Conduct interviews & select candidate(s)
- ✓ Primary contact for school and student
- ✓ Request clearances or confirm already valid & on file
- ✓ Provide ongoing feedback, guidance, and support to intern
- ✓ **April – confirm end date w/ school. Remind HR Liaison of date & separation action****
- ✓ ****Determine if employment options exist as interns' graduation approaches. Discuss potential options with HR.**

HUMAN RESOURCES

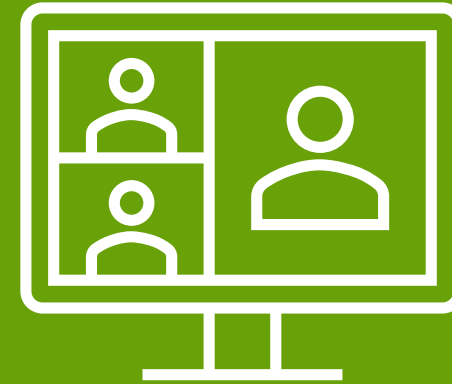
- ✓ Identify & establish HSI (wage) position
- ✓ Review completed training plan
- ✓ Request recruitment assistance if needed
- ✓ Post internship to intern webpage
- ✓ Give guidance on interview & selection
- ✓ Submit PAR/hire actions
- ✓ Check OPF for clearances (if applicable) & assist with child clearance process
- ✓ Respond to questions (on performance, time, etc.)
- ✓ **April – ensure supervisor confirms end date. Process separation action.****
- ✓ ****Research & confirm vacancies for which graduating interns qualify and can apply.**



All attendees will receive a copy of this slide deck

All information is also available on the High School Intern Resource Page via www.hrm.oa.pa.gov

Questions on High School Internships can be directed to:
OA, Internship & Entry Programs
RA-OAEntryPrograms@pa.gov



**WHAT
QUESTIONS
DO YOU
HAVE?**