

HIGH SCHOOL INTERN (HSI) PROGRAM **ABBREVIATED PROCEDURES FOR HR LIAISONS**

All referenced documents and procedures available on the [HSI Resource Page](#).

Recommended browser is Microsoft Edge to allow links to open properly on this document.

The internal link above is only to be shared with commonwealth employees.

1. **Supervisor: confirm a supervisory employee is interested to supervise a high school intern:**
 - a. Supervisors cannot be mandated. Supervising interns is not a condition of employment. It is voluntary—there is **no** extra pay or temporary-work-out-of-class, etc.
 - b. Interns will be high school juniors or seniors, age 16 or older, by start date (date of hire).
 - c. Students must intern a majority of the school year (within July 1 – June 30 period). Summer-only internships are not permitted.
 - d. Child clearances – supervisors must obtain all 3 clearances, regardless of students' age. Instructions provided to supervisors by agency's HR office. Clearances valid for 5 years.
 - i. Supervisors should only obtain clearances via instructions from HR or BTA.
 - ii. This prevents incorrect clearances and out-of-pocket costs.
 - e. Resources and further details for supervisors: [Overview](#) and [Procedures Checklist](#).

2. **[Training Plan](#): supervisor completes Employer Section on Page 1 and all of Page 2. Supervisor should not sign until a formal offer is made after interviews:**
 - a. Samples available, e-mail ra-OAEntryPrograms@pa.gov.
 - b. No position description needed. Training Plan takes the place of it.

3. **Wage Position – create under supervisor:**
 - a. Classification is High School Intern, job code U2540.
 - b. Position end date = 12/31/9999, to allow position to be re-used for future students.
 - c. Will not count against wage limit because service-type is “unclassified.”

4. **Child Labor Laws – please review for all internships, especially those related to trades, equipment, technical duties/procedures, driving (as part of internship duties), materials/chemicals/substances, physical labor, or hazardous procedures.**
 - a. Review [PA Prohibited Occupations List for Minors \(pages 1 – 6\)](#) and [Federal “Off Limits” Jobs List for Minors](#).
 - b. If the internship duties do not relate to the duties referenced in either link, proceed to next step further below. Otherwise, proceed to sub-bullets immediately below.
 - i. Determine which duties are permitted.
 - ii. Are duties are marked with asterisk (*) on PA Prohibited Occupations List? If yes, asterisks indicate student **must** be in vo-tech, which requires Additional Requirement language be added to the job posting form/request:
 1. *“Must be a vo-tech (career and technical center) student in an approved cooperative vocational training program that has prepared the student for the duties and the description of work described in this posting.”*
 2. Request Bureau of Talent Acquisition (BTA) to screen for this particular Additional Requirement.

- iii. Assistance or questions on child labor laws:
 1. Further explanations and footnotes to PA Prohibited Occupations List – [see Appendix \(“PA Prohibited Occupations List”\)](#) at end of this guide
 2. Office of Administration, Intern & Entry Programs Section, 717.787.8056 or RA-OAEntryPrograms@pa.gov
 3. PA Department of Labor & Industry, [Bureau of Labor Law Compliance](#), 717.705.5969 or RA-LI-SLMR-LLC@pa.gov
 4. Your agency’s legal office

5. Supervisor Submits Info to HR Liaison:

- a. Training Plan: should not be signed until a formal offer is made, after interview process.
- b. Status of child clearances: Needed or on file & within 5-year validity period for full school year.
- c. If Applicable – Additional Requirement for Vo-tech: if duties require students to be in vo-tech per child labor laws. For details, see [Child Labor Laws](#) further above.

6. Child Clearances (Confirming or Obtaining):

- a. Needed clearances:
 - i. PA State Police Criminal History (PATCH)
 - ii. PA Child Abuse
 - iii. FBI Criminal History (fingerprints always required for supervisors of interns)
- b. If supervisor indicates clearances on file from previous high school interns, confirm they will be valid through June 30 of the applicable school year:
 - i. Validity period is 5 years from date of issue.
 - ii. View in electronic Official Personnel File (e-OPF): Document type = criminal background check. Role = restricted/confidential. For assistance, e-mail [BTA Background Check and Hire Division](#).
 - iii. Notes:
 1. PATCH Clearance – although this was obtained when the supervisor was hired, a new PATCH must be obtained for child clearance process.
 2. Clearances for Sports, Scouts, Religious Groups, etc. – cannot be accepted. New clearances needed for high school intern program.
 3. Commonwealth HR Process Must Be Used – remind supervisors not to obtain clearances on their own. HR provides instructions.
- c. Obtain New Set of Child Clearances – follow your HR office procedures to guide the supervisor. For assistance, e-mail [BTA Background Check and Hire Division](#) or [Internship and Entry Programs Section](#).

7. HR Liaison Submits Job Posting Request:

- a. Posting length: recommendation is 15 to 20 days. Students need assistance from school personnel to complete online applications. This is their first time.
- b. Applicable School Year is 20XX-XX: either current or upcoming school year.
- c. Title Format: “ _____ Intern (High School)”
 - i. *Examples: automotive/diesel mechanic intern (high school), clerical intern (high school), purchasing intern (high school), welding intern (high school).*
- d. Job Classification & Code: High School Intern (job code U2540)
- e. Pay Scale: High School Intern is listed on [XH \(miscellaneous hourly rates\) pay scale](#).

- f. If Applicable – Additional Requirement for Vo-tech: vo-tech is required for some trades and hazardous duties. See [Child Labor Laws](#) further above.
 - i. Request BTA to screen for Additional Requirement.
 - ii. Add the following Additional Requirement Language on job posting form:

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

8. Interviews Conduct by Supervisor:

- a. Provide supervisor referred candidates to conduct interviews.
- b. [Sample Interview Questions](#) are available, if needed.
- c. Instruct supervisor to pick top candidate(s), make conditional offer by completing [Conditional Job Offer Verbal Script](#) (or your HR procedures), and notify HR.

9. Obtain Approval from BTA to Make Formal Offer

10. Instruct Supervisor to Contact Student:

- a. Make formal offer.
- b. If accepted, supervisor calls school point-of-contact on Letter of Recommendation or calls school office and asks for internship coordinator.

11. Instruct Supervisor to Contact and Discuss with School Internship Coordinator:

- a. Work hours/schedule:
 - i. Review Page 1 of [Abstract of Hours](#) for students age 16 - 17. Page 1 must be printed and posted in the work area (required by child labor laws).
 - ii. Additional details in appendix of this HR Guide under [Work Hours/Schedule](#).
- b. Start date (date of hire):
 - i. Student must be in junior or senior status **and** age 16 or older on this date. It is acceptable if start date is not at the beginning of a pay period, due to school’s schedule.
 - ii. Note: If posting was for the upcoming school year, start date must be on or after July 1.
- c. End date:
 - i. Seniors – June 30 is maximum date, if school provides supervision. Otherwise, follow school requirement for earlier end date.
 - ii. Juniors – Can work through summer and until June 30 of **senior year**. Supervisor informs HR Liaison if student is working the next school year (senior year). Details in appendix under [End Date for Juniors](#).
- d. Training Plan:
 - i. Provide to school for completion of its sections. School must return to supervisor for supervisor’s signature.
 - ii. For updates requested by school, supervisor should update if reasonable.
 - iii. This form required. School’s form **cannot** be used.
- e. Statement of Responsibilities (Agreement):
 - i. Supervisor downloads. On Page 1, completes Commonwealth Agency section.
 - ii. Supervisor discusses and provides to school for completion. School must return for supervisor’s signature. **No changes** can be made to this document.
 - iii. This form required. School’s form **cannot** be used.

- f. Child Clearances: Supervisor provides copies of all 3 to the school.
- g. Work Permit: Is student a minor (age 16 or 17)? If yes, ask school for copy (required).
- h. Proof of Workers' Compensation: If school requests, download and e-mail it.
- i. Pre-Start Date Visit (if requested by school):
 - i. The school internship coordinator may request this prior to the start date to review safety procedures, with the student and commonwealth supervisor.
 - ii. This must be accommodated, per PA Department of Labor & Industry, [Bureau of Labor Law Compliance](#).

12. HR Processing – HR Liaison needs to:

- a. Review all forms for completion/signatures.
- b. **Perform special review of Statement of Responsibilities**:
 - i. View middle of Page 1 for Academic Credit check box to determine yes/no:
 - ii. For **“No”** selection:
 - 1. Inform the Bureau of Talent Acquisition (BTA) or the HR Service Center to: *“Delete IT0235, student not receiving credit.”*
 - a. This ensures there is no exemption for the Unemployment Compensation (UC) tax.
 - 2. Note: If a student is **not** receiving credit for the internship and when the info type referenced above is deleted, the student may become eligible for contributions to the State Employees Retirement System (SERS). There are **no** additional actions for you to take. Eligibility will be determined automatically if the intern works 750 hours in a calendar year:
 - a. Eligibility is tracked weekly at the enterprise level by HR Systems.
 - b. HR Systems will provide notification/instructions to SERS and the HR Service Center and Agency HR Office.
 - c. This is not retro to the hire date. SERS will bill for the retro information.
 - d. The student must continue to contribute to SERS if the non-credit internship extends into a subsequent calendar year(s). There is **no** pause or “reset” to reach 750 hours once a new calendar year begins.
 - e. **Important**: If the student moves into another internship in which school credit is being received, you must stop the SERS contributions.
 - f. To stop SERS contributions, contact the HR Service Center. For questions, e-mail [OA Bureau of Employee Benefits](#) or [SERS](#).
 - iii. For **“Yes”** selection: no actions needed.
- c. Coordinate with BTA to place documents in Official Personnel File (Training Plan, Statement of Responsibilities, and if under age 18, the Work Permit).

13. Supervisor Duties – during school year:

- a. Provide on-going guidance to interns. Ensure their skills and knowledge increase.
- b. Complete [Student Performance Evaluation](#) one month prior to end of intern’s school year, or more frequently if requested by the school.
- c. Address performance/discipline issues ASAP. Consult with HR Liaison or Employee Relations Coordinator (ERC). Inform school internship coordinator that potential counseling, discipline, or termination may occur. If termination occurs, the supervisor must immediately notify school internship coordinator and provide a copy of termination letter.

14. Supervisor Duties – Early April:

- a. For seniors:
 - i. Meet to discuss their plans for graduation:
 1. **If seeking employment** – speak with **HR Liaison** to see if there will be applicable vacancies to which they can apply.
 2. **If pursuing further education/training** – remind seniors they can view postsecondary internships and paid student positions under “Intern & Apprenticeships” at www.employment.pa.gov. They can also e-mail or call a commonwealth recruiter at statejobs@pa.gov or 717.857.3309.
 - ii. Re-confirm end date with school internship coordinator. Inform **HR Liaison** to process separation action for this date. **However**, if student has applied to a commonwealth posting, instruct HR Liaison to wait for results.
- b. For juniors:
 - i. Re-confirm with school internship coordinator that student is continuing through senior year.
 - ii. Remind **HR Liaison**:
 1. Student will continue working during the summer and through end of senior year. (Student does not need to re-apply.)
 2. Student can continue in wage position on the complement for the next school/fiscal year (July 1 – June 30). **HR should confirm this is okay.**
 - iii. Or, if student will not continue into senior year, coordinate end date with the school. Inform **HR Liaison** of the separation date.

RESOURCES:

1. [Supervisor Checklist](#)
2. [HR Staff Training Presentation](#)
3. Full resources on [High School Intern Resource Page](#)
4. Questions – [e-mail](#) Office of Administration, Internship & Entry Programs Section

APPENDIX

End Date for Juniors:

1. If the junior plans to work through senior year, supervisor must inform the HR Liaison the student will be on complement for the next school and fiscal year. In April of senior year, supervisor must confirm specific end date with school, and notify HR of this date.
2. If student will not continue internship into senior year, June 30 is maximum end date for junior year, if school provides supervision. Otherwise, follow school procedures for end date.

PA Prohibited Occupations List for Minors – Further Explanations & Footnotes:

1. [Code of Federal Regulations \(Title 29, Chapter V, Part 570\)](#)
2. [Pennsylvania Code \(Title 34, Chapter 11\)](#) – go to Subchapter B
3. [Pennsylvania Child Labor Act](#)

Work Hours/Schedule:

1. Minors (students age 16 - 17, per [Page 1 of Abstract of Hours](#)):
 - a. Up to 28 hours per week when classes are in session.
 - b. Up to 37.5/40 hours per week during school vacations.
 - c. Work hours prohibited between 12 midnight and 6 a.m.
2. Students age 18 or older: Can work up to 37.5/40 hours per week all year long.
3. Reminder on hours:
 - a. Maximum hours. All hours listed above are maximums. It may not be feasible for interns to work the full maximum. Students also have classes, homework, and other school commitments, and many are new drivers too. Work with the school internship coordinator to determine a manageable schedule for the student.
 - b. Minimum hours. There is no requirement for minimum number of hours per shift. Recommendation is for a minimum of 3 hours per shift, to allow for a meaningful day. However, minimum hours can be discussed with school.