

# Unpaid Internship Program Policy

## **POLICY NUMBER: 01-2017**

Approved By: Christopher J. Rein, Chief Technology Officer

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## **PURPOSE**

In accordance with [N.J.A.C. 4A:6-4.9](#) the Chief Technology Officer (CTO) and New Jersey Office of Information Technology (NJOIT) establish an unpaid internship program (Program) at NJOIT to:

- Encourage the development of employment experience and transferable skills.
- Ensure a fair distribution of internship opportunities within NJOIT.
- Offers eligible full-time post-secondary students with meaningful, unique, and diverse work/training experience within NJOIT that is directly related to their course of study.

## **SCOPE**

This policy applies to all NJOIT employees and interns within NJOIT's work facilities.

All NJOIT divisions and units may participate in the Program.

All NJOIT locations may participate in the Program.

For those internship opportunities that require a security clearance at the HUB, located on the New Jersey State Police grounds, NJOIT will limit opportunities to those which require only a minimum clearance level.

## **POLICY**

The Chief Technology Officer (CTO) establishes an Unpaid Internship Program (Program) at the New Jersey Office of Information Technology (NJOIT) for those students as defined in [N.J.A.C. 4A:6-4.9](#).

The CTO may expand or limit participation in the Program to certain groups of job titles, work units and/or work locations in order to accommodate operational needs.

The CTO reserves the right to terminate participation in the Program at any time.

## **GUIDELINES**

The Program shall not interfere with or disrupt operational needs or work requirements of each work unit.

- The Program may be restricted to certain months or seasons of the year, based on business necessity.
- The Program may be full time or part time, based on agreement between hosting business unit supervisor and the intern.
- The Program encompasses a structured learning experience, with coaching by a supervisor.
- A single internship of the Program shall not exceed three (3) consecutive months in duration.
- An internship opportunity is not for a specific position, and no intern replaces a State employee.
- The Program requires interns to be in a course of study directly related to an NJOIT business unit. .
- An internship is a flexible, practical assignment, geared to providing eligible students with meaningful opportunities to develop relevant skills in preparation for subsequent employment.
- NJOIT's participation in the Program shall not result in a disproportionate number of its employees in any work unit being out on a particular day of the

week; or in a disproportionate number of its employees in a specific title or function being unavailable on either specific days or times.

- The Program is exempt from any Telework program or Alternative Workweek Program (AWP).

## **Eligibility**

Internship applicants must at least be eighteen (18) years old.

Applicants must be currently enrolled full-time students in any accredited institution of higher education i.e., any college, university, or a public post-secondary vocational educational institution that is authorized to participate in a student aid program administered by the United States Department of Education.

## **Application**

Eligible students shall apply by the deadline specified in the job posting by submitting a cover letter, resume, and a copy of unofficial post-secondary school transcript(s) to NJOIT's Training Program Director.

Resumes and transcripts are reviewed against specific criteria required for the duties of a particular internship opportunity. Every attempt will be made to match an applicant with an appropriate host unit. If a match is available, then the applicant will be contacted for an interview.

There shall be no discrimination exercised or practiced with respect to the intern applicants, candidates or participants by reason of age, race, creed, color, national origin, religious affiliation, sexual orientation, family status, mental or physical disability or marital status.

## **Conditions of Internship**

NJOIT recognizes the right of the intern to participate in the Program in an environment that is free from verbal, physical, or sexual harassment.

During the internship, the intern shall conduct themselves in a manner that does not deter from the safe and efficient operation of NJOIT. The intern shall be subject to all health and safety policies of NJOIT. NJOIT shall provide the interns with all health and safety instruction and training to fulfill the obligations of the internship.

NJOIT shall inform the intern of applicable policies, rules, and regulations of NJOIT, including policies that would affect the performance of the internship. The intern shall:

- Comply with all NJOIT policies, rules and regulations.
- Use all State-owned materials and equipment in a safe and efficient manner.
- Ensure that their welfare and the welfare of others is not jeopardized using drugs or alcohol during the performance of the internship.
- Behave in a professional, respectful and courteous manner to all employees and clients
- Fulfill the obligations of the internship as described in the interview process.

If the intern does not comply with such policies, rules and regulations, the business unit shall notify NJOIT's Training Program Director and the Director shall immediately take appropriate action, which may include the termination of the internship or the reassignment of the intern to a different the unit or division within NJOIT.

### **Work Week, Core Hours and Meal Periods**

- The business unit/supervisor shall set the intern's hours of work.
- The working days for interns shall be Monday through Friday.
- The core working hours approved for interns shall be between 7:30AM to 6:00PM.
- The total number of hours worked per day for interns shall be no more than seven (7).
- The total number of hours worked per week for interns shall be no more than thirty-five (35).
- In no case shall established hours of work for the intern exceed the maximum hours as mandated by Contract and New Jersey Labor Law.
- NJOIT shall not, under any circumstances, require an intern to work any overtime.
- The schedules approved for all interns shall be cycles totaling no more than seventy (70) hours per pay period.
- The Internship Program may include partial-year, and seasonal schedules.

- For interns over the age of eighteen (18), supervisors may approve meal breaks that accommodate intern preferences between the hours of 11 AM and 2 PM. Such meal breaks shall be of no less than ½ hour (30 minutes) and no more than one (1) hour.

### **Early Release and Delayed Openings**

Interns are classified as non-essential employees in accordance with NJOIT's Essential and Non-Essential Employee Policy.

### **Leave Accrual**

Interns will neither earn nor accumulate leave time of any type, e.g., vacation, sick, or administrative.

Interns shall observe any holidays as recognized in the Contractual Agreement between the Union and the State of New Jersey.

Interns are not eligible for paid holiday differential.

### **Monitoring and Evaluation**

NJOIT's Training Program Director will monitor NJOIT divisions and directorates for compliance with this policy.

Managers and supervisors shall integrate interns into the workplace as much as possible, enabling maximum benefit from the internship experience and fostering belonging within the working group.

Supervisors will mentor interns as an essential component of the Program by sharing knowledge and experience including occupational opportunities, workplace culture and personal effectiveness.

### **Intern Supervision**

Adequate levels of supervision must be available, as determined by the unit managers.

No internship application will be approved unless a supervisor has committed to working

closely with the intern.

On or before the commencement of the internship, NJOIT's Human Resource Director shall advise the student of the name and title of the NJOIT employee who will be their supervisor and the name of the business unit where the internship will be served.

The Supervisor shall:

- Monitor the intern's attendance, including leave days taken by the intern.
- Verify and remit the intern's attendance and other forms, as may be required by the intern's educational institution.
- Meet with the intern regularly and normally not less than one (1) hour per week, to review the goals and tasks as outlined at the beginning of the internship and collaboratively make adjustments, if necessary.
- After successful completion of the internship, provide a letter of recommendation for the intern, if appropriate.

The Supervisor shall ensure that the intern:

- Receives adequate supervision.
- Receives regular and continuing instruction.
- Receives sufficient opportunity to gain meaningful employment experience and develop employability skills.

## **Liability**

If the intern is injured on the job during the Internship, the intern shall be compensated in accordance with the appropriate regulations. NJOIT's Training Program Director shall immediately inform the intern's educational institution of the injury.

## **Termination for Cause**

NJOIT Supervisors will work with interns to improve performance and quality of work; however, any intern who violates the "Conditions of the Internship" (see page 3) will be removed from the Program.

The Training Program Director shall inform the intern of the reasons for termination.

NJOIT shall inform the intern's educational institution of the termination.

### **Program Administration**

Establishment, modification, or termination of an Internship Program shall be at the discretion of the CTO.

The CTO may authorize either a complete or partial temporary suspension of the Program, if required by operational needs.

NJOIT's Training Program Director will oversee the administration of the Program.

A unit manager may suspend that unit's participation in the Program, if faced with a situation where the unit is temporarily unable to perform its functions or adequate coverage is not available. Participation in the Program may be reinstated later once the situation has been resolved.

The Program will not infringe on any rights guaranteed to management in the New Jersey Administrative Code, collective bargaining agreements, or State or federal statutes, especially regarding NJOIT's ability to assign work and set work schedules.

Any internship-related grievance filed by an NJOIT employee will be processed as a non-contractual grievance.

Any internship-related grievance filed by an NJOIT intern will be processed as a non-contractual grievance.

### **RELATED FORMS AND DOCUMENTS**

[01-2017-F1 NJOIT Internship Program Request Form](#)

[01-2017-F2 NJOIT Internship Program Timesheet](#)

[Memo-03, Professional Guidelines](#)

[09-2000, Essential and Non-Essential Employees Policy](#)

[12-2002, Core Hours of Work](#)

## **TERMS AND DEFINITIONS**

The definitions for terms in this Policy can be found in the [NJOIT Policy Glossary](#).

## **AUTHORITY**

N.J.S.A. 52:18A-224 through 52:18A-234, known as "The Office of Information Technology Reorganization Act."

N.J.A.C. 4A:6-4.9, "Internship Programs: State Service"

## **COMPLIANCE AND ENFORCEMENT**

NJOIT's Training Program Director will monitor NJOIT divisions and directorates for compliance with this policy and related documents.

- Non-compliance will be referred to the CTO for appropriate action.
- The CTO reserves the right to take appropriate disciplinary action up to and including termination for non-compliance with this policy.
- Any exception to the policy must be approved by the CTO in advance.
- Requests for exceptions to the policy shall be made to the Training Program Director through an NJOIT Deputy CTO or Unit Director.

## **ADMINISTRATION**

This Policy must be reviewed annually; however, the CTO reserves the right to change or amend this Policy at any time to comply with Agency procedures. Any changes or amendments will be announced and made available on NJOIT's intranet under Policies.

Changes in this Policy will be effective upon such publication or distribution and do not require employee sign off.

This Policy is administered and monitored by the CTO at 300 Riverview Plaza, Trenton, NJ 08625.

Signature on File

CHRISTOPHER J. REIN, CHIEF TECHNOLOGY  
OFFICER



04/28/2022  
DATE

## DOCUMENT HISTORY

<b>Version</b>	<b>Description of Modification</b>	<b>Publication Date</b>
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