

MAINE STATE LEGISLATURE

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ONE HUNDRED AND THIRD LEGISLATURE

Legislative Document

No. 431

S. P. 200

In Senate, January 31, 1967

Referred to Committee on State Government. Sent down for concurrence and ordered printed.

JERROLD B. SPEERS, Secretary

Presented by Senator Curtis of Penobscot.

STATE OF MAINE

IN THE YEAR OF OUR LORD NINETEEN HUNDRED
SIXTY-SEVEN

AN ACT Providing for a State Government Internship Program.

Be it enacted by the People of the State of Maine, as follows:

Sec. 1. R. S., T. 5, c. 14, additional. Title 5 of the Revised Statutes is amended by adding a new chapter 14 to read as follows:

CHAPTER 14

STATE GOVERNMENT INTERNSHIP PROGRAM

§ 291. Creation

There is established a State Government Internship Program for attracting and placing qualified undergraduate and graduate college students temporarily within the State Government, to be administered by the Bureau of Public Administration, University of Maine.

§ 292. Purposes

The purposes of this program are:

1. **Selection.** To attract and select college students with ambition and talent for temporary internships within Maine State Government;
2. **Placement.** To place each intern in a position of some responsibility where he can contribute ideas, enthusiasm and ingenuity while completing a project under the direction of a responsible state administrator;
3. **Liaison.** To encourage liaison between State Government and the various institutions of higher learning located within the State;

4. Recommendations. To formulate recommendations for improving the intern program and for attracting college graduates with outstanding potential into permanent positions of state employment.

§ 293. Internship committee

To further the purposes of the program and to provide for broad representation of institutions of higher learning within Maine and of State Government, there is created a State Government Internship Program Advisory Committee to be comprised of the President of the Senate and Speaker of the House or their designated representatives; the Governor or his designated representative; the State Personnel Director; and the Director, Bureau of Public Administration. In addition one faculty member from each of 4 accredited, degree-granting institutions of higher learning in the State of Maine shall be appointed by the Director of the Bureau of Public Administration for 4-year terms, providing that the initial appointments under this chapter shall be for one, 2, 3 and 4-year terms. No faculty member shall be eligible to succeed himself if he has served a full 4-year term, nor shall a faculty member be succeeded by another from the same institution. Vacancies shall be filled by the director for the unexpired term. The members of the internship committee shall organize by electing a chairman and vice-chairman and shall serve without pay, but they shall be entitled to reimbursement for necessary expenses incurred in attending meetings called by the Bureau of Public Administration.

§ 294. Duties of the Bureau of Public Administration

The State Government Internship Program shall be administered by the Bureau of Public Administration, University of Maine, whose duties shall include the following:

1. General supervision. The bureau shall exercise general supervision over the operation of the program and with the advice of the internship committee shall develop and put into effect administrative guidelines for interns and state government personnel; formulate policies and establish and administer operational procedures.

2. Promotion; recruitment. The bureau shall disseminate widely information, application forms and otherwise publicize the program so as to attract the attention and interest of as many college students as possible; and shall receive the completed application blanks of those students interested, as well as answering inquiries for further details and information.

3. Participation of state agencies. The bureau shall acquaint state department heads and administrators with the program and its advantages, encouraging the greatest possible participation by state departments and agencies.

4. Selection. Applications of interested students received by the bureau shall be processed in accordance with procedures to be established by the bureau with the advice of the internship committee.

5. Placement. With the advice of the internship committee, the bureau shall place students with participating agencies of State Government.

6. **Orientation.** The bureau shall arrange an orientation for interns and supervising state personnel prior to commencement of student work within a state office, and may conduct special programs during the internship to insure that students obtain a broad understanding of State Government.

7. **Coordination.** The bureau shall coordinate the activities of the interns with the various state participating agencies to the maximum advantage of the program.

8. **Annual report.** The bureau shall render an annual report by the end of each calendar year on the operation of the State Government Internship Program which shall be considered as a public document. Copies of the report shall be filed with the Legislature.

§ 295. **Conditions of employment**

1. **Temporary unclassified service.** Interns shall be considered as temporary unclassified employees of the State. The employing department or agency may discharge an intern for cause with one week advance notice to the intern and bureau. The Bureau of Public Administration may reassign an intern or release him from the program with one week advance notice to the intern and the state agency when it is considered in the best interest of the program.

2. **Salary.** The Bureau of Public Administration shall determine from time to time with the advice of the internship committee an appropriate minimum salary for interns which shall be paid by the participating state department or agency. The Bureau of Public Administration may negotiate the placement of an intern within State Government, and to further the purposes of the intern program, may make funds from this chapter available to the intern.

3. **Internship training.** Participating state departments and agencies shall release intern personnel to participate on duty time in orientation or training activities planned by the Bureau of Public Administration as part of the internship program.

§ 296. **Acceptance of gifts, bequests, grants, aid**

The Bureau of Public Administration is authorized to accept gifts, bequests and endowments for purposes consistent with the objectives of this chapter; and to accept federal, private foundation and other grants and matching funds when determined to be in the best interests of the program.

Sec. 2. Appropriation. There is appropriated from the General Fund the sum of \$10,000 for the fiscal year ending June 30, 1968 and the sum of \$13,500 for the fiscal year ending June 30, 1969 to be paid to the treasurer of the University of Maine to carry out the purposes of this Act. The breakdown shall be as follows:

| Department | 1967-68 | 1968-69 |
|---------------------|----------|----------|
| University of Maine | | |
| All Other | \$10,000 | \$13,500 |