

JOHN WAIHEE
GOVERNOR OF HAWAII



STATE OF HAWAII
DEPARTMENT OF PERSONNEL SERVICES
830 PUNCHBOWL STREET
HONOLULU, HAWAII 96813

Attachment 1

SHARON Y. MIYASHIRO
DIRECTOR

LAWRENCE ISHIMI
DEPUTY DIRECTOR

April 26, 1991

TO: All Department Heads
FROM: Sharon Y. Miyashiro, Director
Department of Personnel Services
SUBJECT: Student Intern Program

A handwritten signature in cursive script, appearing to read "Sharon Miyashiro".

I am pleased to announce that the Department of Personnel Services, in conjunction with the Cooperative Education Program at the University of Hawaii Manoa, has established a Student Intern Program (SIP) for the state government.

Detailed guidelines for the SIP are attached. We have attempted to make the program as easy for the departments to operate as possible. In line with this, DPS has signed a master contract with the U.H.'s Cooperative Education Program, the provisions of which have been incorporated into the attached guidelines. This will relieve the individual departments of the necessity for signing a separate contract with the Cooperative Education Program.

The SIP will become effective July 1, 1991. Several departments already have student interns employed. If their conditions of employment are different from those listed in the guidelines, they will have to be brought into conformity with them. For example, pay rates for presently employed student interns will have to match those in the guidelines effective July 1. However, if present interns do not meet the criteria for student eligibility listed in the guidelines, they will have until December 31, 1991, to do so. Interns not meeting the criteria after that date will have to be released.

We will be holding a briefing on the SIP for your departmental personnel staff on June 21, 1991, from 10:00 a.m. to 12:00 noon in the Keelikolani Building, 830 Punchbowl Street, room 314. Would you please have your staff call our Training Branch at 548-8540 by June 10, 1991, to inform us of how many people will be attending the briefing and whether they will need parking passes. Incidentally, we will also be having a presentation on student intern programs at the Conference of Civil Service Commissioners and Personnel Directors on June 6, 1991, on Kauai.