**Student Intern Appointment Letter Template**

DATE

NAME

ADDRESS

ADDRESS

Dear NAME:

Welcome to King County division or section. The purpose of this letter is to confirm your appointment to the position of Student Intern I, II, III or IV in the division of the King County agency. The effective date of your hire is DATE.

This position reports to supervisor, title. Your primary work location will be in the division offices located at address.

This position’s standard workweek is 35/40 hours and normal work hours are 8:00 am to 5:00 pm, Monday through Friday. You may discuss your specific schedule with your supervisor.

In this position you will summary of duties. Specific job duties will be discussed with you upon commencement of your employment.

You will be compensated at $rate hourly, which is Step X of Range X (King County FLSA Non-Exempt Squared Annual Salary Table). You will be paid on a biweekly/ semi-monthly basis in the PeopleSoft payroll system, with the first pay date for the new position occurring date. This position is an hourly position governed by the overtime provisions of the federal Fair Labor Standards Act and/or the Washington State Minimum Wage Act and is eligible for overtime pay or compensatory time accrual. However, you must receive prior approval from your supervisor before working any necessary overtime hours to meet your position responsibilities. Refer to PER 8-2-2 (AEP) 8“Overtime Pay, Holiday Pay and Compensatory Time in Lieu of Overtime Pay for Hourly Employees as Defined by the Fair Labor Standards Act and the Washington Minimum Wage Act” (June 1, 2008) for more information on the executive policy for hourly employees.

You are required to comply with federal government work authorization requirements. Within the first three days of employment you must present document(s) that identify both your identity and ability to work in the United States. On your first day of work, you will meet with a human resources/payroll staff person who will provide more information.

You are scheduled to attend a New Employee Orientation at time on date, in Room 121 of the Chinook Building, at the corner of Fifth Avenue and Jefferson Street. Your supervisor will arrange additional training for you including the mandatory Anti-Harassment classroom and web-based Workplace Harassment training.

Student internships are programs that provide students with exposure to workplace activities which are related to the intern’s field of study. As a student intern, you are an at-will temporary employee and serve at the pleasure of the hiring authority; either you or the county may terminate your employment at any time with or without cause or prior notice. Student interns are not members of the county’s career service system and are not covered by provisions governing the career service system.

The following items are important for you to know:

1. You are ineligible for King County benefits but are eligible for a transit pass.
2. You may be separated from employment prior to the completion of the assignment without cause or prior notice.
3. You do not attain any rights toward career service or regular employment.
4. You are not represented by a labor union.
5. To be eligible for hire into a career service position you must first compete in a formal selection process.

To qualify as a Student Intern, the following criteria must be met:

* You must be enrolled as a full-time student in a school, organization or institution.
* You must provide proof of full-time enrollment upon hire and throughout employment on a recurring schedule for the regular school year (e.g. quarterly or on a semester basis) in advance of the commencement of the next period of enrollment.
* You must provide proof of continued full-time enrollment to qualify for work during summer break (e.g. proof of enrollment in the fall term will qualify).

Please understand that the provisions of this letter do not constitute an expressed or implied contract but rather a statement of a number of matters important to you. If you have any questions about your position or any information in this letter, please contact name, title, at phone.

Congratulations on your appointment, and again, welcome to division.

Sincerely,

HIRING AUTHORITY

Attachment

cc: SUPERVISOR

 OTHER

 Personnel/Payroll file