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# MANAGEMENT DIRECTIVE

515.21  
Amended  
Number

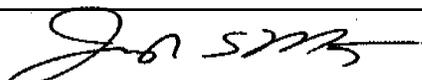
COMMONWEALTH OF PENNSYLVANIA  
GOVERNOR'S OFFICE

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Subject:

Commonwealth School-to-Work Program

By Direction Of:

  
Joseph S. Martz, Secretary of Administration

Date:

February 14, 2006

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**This directive updates procedures for processing and obtaining approval to fill Secondary School Intern positions in the Commonwealth School-To-Work Program.**

1. **PURPOSE.** To establish policy and procedures for the referral and appointment of candidates for Secondary School Intern positions.

2. **SCOPE.** Applies to all agencies under the Governor's jurisdiction with Secondary School Intern positions.

3. **POLICY.**

a. Secondary School Intern positions will be filled by the best available candidates based on educational criteria set by participating high schools. Candidate skills will be matched to agency training plans and referred by the Office of Administration, Bureau of State Employment (BSE).

**Note:** No agency in the Harrisburg area shall interview an applicant before receiving approval from BSE. Commitments may be made at the interview since there is no recertification process for the appointment of Secondary School Interns. A selection message must be sent, via e-mail to BSE.

b. All state agencies must comply with the Child Labor Law when hiring Secondary School Interns. Careful attention must be given to the section on Prohibited Occupations for Minors and Hours of Employment for Students. Agencies must ensure they do not violate the law when permitting students to work overtime or engage in prohibited activities.

c. An Abstract of the Child Labor Law must be posted in a conspicuous place where any person under the age of 18 is employed and a schedule of hours for minors must be posted and kept current. Violation of the Child Labor Law is subject to penalty as defined in the Abstract.

d. Secondary School Interns may be hired in the following areas:

(1) **Business/Clerical.** Includes general clerical, which requires no keyboarding; all levels of keyboard skills from basic typing to advanced word processing; computer programming; and accounting.

(2) **Skilled Trades.** Includes, but is not limited to, auto mechanic, diesel mechanic, electrical, HVAC, carpentry, graphic arts, warehousing, drafting, printing, plumbing, and grounds keeping.

(3) **Professional/Technical.** Includes, but is not limited to, press and communications, statistics and research, environmental science, parks and recreation, and law.

e. The Commonwealth School-to-Work Program begins July 1 and continues until June 30. However, the starting date may vary, depending on the agency or student needs. **This is not a summer placement program.** Students have two options:

(1) They may start in the summer, working full-time in compliance with the set hours of the agency and continue in that position in the fall; **OR**

(2) They may wait until school starts to begin their position.

During the school year, agencies must guarantee **at least three hours per day.** Usually students work four or five hours every afternoon. Schedules may vary among school districts. Students may work full days on school holidays.

#### 4. RESPONSIBILITIES.

a. **The Bureau of State Employment** is responsible for the:

(1) Recruitment of Secondary School Intern candidates for Dauphin and surrounding counties.

(2) Receipt and evaluation of all resumes and Personal Data Sheets for Secondary School Intern positions.

(3) Identification and referral of Secondary School Intern candidates for Dauphin and surrounding counties.

(4) Maintenance of resumes and Personal Data Sheets for candidates seeking Secondary School Intern positions.

• b. **Agency Human Resource Officers** are responsible for:

(1) Submission of agency training plans in accordance with established Training Plan Guidelines. (See Enclosure 1.)

• (2) Submission of a Non-Civil Service Vacancy Template to BSE to request candidates for a vacancy.

(3) The coordination of interviews and selection of candidates.

(4) Notification to BSE of candidate selection or reasons for nonselection.

#### 5. PROCEDURES.

##### Procedure 1. Vacancy Information.

• a. **Agency Human Resource Office.**

(1) As Non-Civil Service Secondary School Intern (U2540) vacancies occur which the agency desires to fill, submits a Training Plan to BSE for approval. Prior to requesting referrals from BSE, the agency must have budgetary approval.

(2) Upon approval, submits a Non-Civil Service Vacancy Template via e-mail to BSE, providing •  
vacancy information and the skill requirements of candidates.

(3) If more than one vacancy occurs with the same skill requirements, the information may be •  
submitted on one template. If the vacancies do not have the same skill requirements, a separate template •  
must be submitted.

**b. Bureau of State Employment.**

(1) Reviews and approves training plan to ensure compliance with Training Plan Guidelines.

(2) Reviews skill requirements of request to ensure accurate applicant referral.

**Procedure 2. Evaluation of Applicants.**

**a. Bureau of State Employment.**

(1) Reviews resume, Personal Data Sheet, and supporting documentation provided by school to •  
verify skill levels of applicants.

(2) Matches qualified applicants to appropriate training plans and refers to the agency for interview •  
and selection.

(3) Ensures that job-related criteria are used in the selection process and that federal uniform hiring •  
guidelines are followed.

**b. Agency Human Resource Office.**

(1) Contacts all referrals from BSE. If applicant cannot be contacted by telephone, a letter must be •  
sent to the applicant.

(2) Interviews applicants that are interested in the position. Coordinates interview process of candi- •  
dates referred by Bureau of State Employment and notifies Bureau of State Employment, via e-mail, of •  
selections within 10 days of receipt of referral.

**Note:** In some cases, only one name per vacancy will be referred, based on the availability of •  
students, skills requested by agencies, and total number of requests received.

(3) Notifies applicants of selection or nonselection.

(4) Enters a New Hire action for selected student into SAP. Enters Bureau of State Employment # •  
or School-to-Work code in SAP on infotype 0016. •

**c. Bureau of State Employment.** Forwards resume and Personal Data Sheet to the agency Human •  
Resource Office. •

**d. Agency Human Resource Office.** Rejection of all applicants referred by BSE must be justified and •  
explained to BSE on the referral list via e-mail, before additional applicants will be referred. •

**e. Bureau of State Employment.** Reevaluates returned applicant information to determine if future •  
referral is appropriate.

**Procedure 3. Direct Recruitment for Field Offices (Outside Dauphin and Cumberland Counties).**

**a. Field Office.**

- (1) Submits a training plan in accordance with Training Plan Guidelines to the agency Human Resource Office.
- (2) Submits the Furlough Check Template, via e-mail, to BSE including skill category of the position (i.e., trades, clerical, etc.).
- **b. Bureau of State Employment.** Completes the furlough check and replies via e-mail with an approved/disapproved message to the agency Human Resource Office.

**c. Field Office.**

- (1) Directs the recruitment of students from local area high schools or vocational schools.
- (2) Ensures that students are part of an approved School-to-Work Program (i.e., Co-op, Diversified Occupations, Distributive Education, etc.)
- (3) Schedules interviews and makes the selection of student.
- (4) Enters a New Hire action into SAP and forwards a copy of Non-Civil Service Personal Data Sheet, resume, and training plan to BSE for review.

Enclosure:

1 – Training Plan Guidelines for Secondary School Interns

**This directive replaces, in its entirety, *Management Directive 515.21* dated February 18, 2000.**

## **TRAINING PLAN GUIDELINES FOR SECONDARY SCHOOL INTERNS**

1. Begin with a brief general statement of purpose to include the following elements:
  - a. Type of position.
  - b. Name of the department, commission, bureau, division, etc., including name of supervisor, location, address, and phone number.
  - c. Beginning and ending dates of the training period.
  - d. What the training experience will provide.
2. Identify specific training experience objectives to be accomplished by the conclusion of the training period, describing what the intern will be able to do.
3. List specific duties and responsibilities of position.
4. Identify special skills needed. If clerical, identify keyboard skill level as follows:
  - a. General clerical (no keyboard skills).
  - b. Basic typing.
  - c. Data entry.
  - d. Word processing (list software).
  - e. Computer programming.
5. Specifically identify any in-service or out-service classroom training experiences to include:
  - a. Purpose.
  - b. Objectives.
  - c. Time frame.
  - d. Source.