

Office of Personnel Management
Carl Albert Public Internship Program (CAPIP)

Memorandum

2101 N. Lincoln Blvd., Suite G-80 ☎ Oklahoma City, OK 73105 ☎ 405-521-6293

To: Agency Human Resources Personnel

From: Denae Edwards, Coordinator

In re: **CAPIP Hiring Procedure Checklist**

OPM Paperwork

1. _____ If your agency has been allocated an Executive Fellows Intern (“Executive Fellow”) position or an Undergraduate Intern (“Intern”) position, request an **OPM-92** from your Cabinet Secretary.

2. _____ When your request has been approved, submit a completed **CAPIP Agreement Form** (see below) to the CAPIP Office.

3. _____ Submit a completed **OPM-14**, with a copy of the **approved OPM-92** attached, to your Classification Liaison.

* * *

If your agency has *not* been allocated an Executive Fellow or Intern position, submit an **approved OPM-92** to your OPM Classification Liaison with a letter requesting:

1. _____ a **non-FTE position**, and

2. _____ a **budget code** for an Executive Fellow (0287) or an Intern (0286).

3. _____ When your request has been approved, submit a completed **CAPIP Agreement Form** (see below) to the CAPIP Office.

4. _____ Submit a completed **OPM-14**, with a copy of the **approved OPM-92** attached, to your Classification Liaison.

CAPIP Agreement Form

1. _____ OAC 530:10-17-80 requires each agency employing a CAPIP Executive Fellow or Intern to establish a **compensation plan** that includes rates of pay for CAPIP positions that are consistent with positions having like duties and responsibilities within the agency.

Translation: If you assign an Executive Fellow or Intern the job duties of a Financial Analyst Trainee, you must pay the Executive Fellow or Intern the entry-level salary of a Financial Analyst Trainee.

Caveat: The statute requires that Executive Fellows be placed in six-month to two-year *professional or managerial-level positions*.

2. _____ An agency also may develop its own “generic” job description—one for all Executive Fellows Interns hired by the agency regardless of department, and one for all Undergraduate Interns hired by the agency regardless of department, as its compensation plan.
Caveat: The minimum annualized salary for *all* classified, unclassified, or exempt state employees is \$12,483.00, or \$6.00/hour. You may not pay an Executive Fellow or Intern less than \$6.00/hour.
3. _____ Complete all sections of the CAPIP Agreement Form, including the Executive Fellow’s or Intern’s name, address, and phone; work address and phone; job duties and rate of pay; length of placement; start date (**start date must be coordinated with the Program Office**); work schedule; and Supervisor and Faculty Advisor name, address, etc.
Caveat: An Executive Fellow or Intern may not begin work at your agency *before* OPM approves the *CAPIP Agreement Form*—this form is the **controlling document** for this transaction.
4. _____ Have the Executive Fellow or Intern acquire his or her Faculty Advisor’s *signature* on the CAPIP Agreement Form and return it to you.
5. _____ Have your agency Appointing Authority or designee sign the CAPIP Agreement Form.
6. _____ Send the completed and signed CAPIP Agreement Form **with original signatures** to the CAPIP Office.
7. _____ **Attach a copy of the I-9 for the Executive Fellow or Intern that was completed at your agency.**
8. _____ After review and, if there are no problems, approval of the CAPIP Agreement Form, the CAPIP Office will distribute copies of the signed form to you, the Executive Fellow or Intern, the Supervisor, and the Faculty Advisor.

If you have questions concerning CAPIP in general or this procedure in particular, please do not hesitate to contact the CAPIP Office by email at Denae.Edwards@opm.ok.gov or by phone at 405-522-1737. Thank you for your support of the Carl Albert Public Internship Program.

STATE OF OKLAHOMA
OFFICE OF PERSONNEL MANAGEMENT

CARL ALBERT PUBLIC INTERNSHIP PROGRAM
EXECUTIVE FELLOWS AGREEMENT

Executive Fellow

Employing State Agency

This agreement is intended as a mutual understanding between the Carl Albert Public Internship Program Executive Fellow, the Appointing Authority or designee of the employing state agency, the Executive Fellow's internship faculty member, and the Office of Personnel Management regarding the conditions of the internship, including but not limited to compensation, leave, benefits, and training. All parties to this agreement also are subject to 74 O.S. (2001 Supp.) §§ 840-3.2 et. seq., "The Carl Albert Public Internship Program".

The Executive Fellows Program consists of six-month to two-year placements of students in professional-level or managerial-level internship positions in state agencies. Placements of less than two years may be extended. No person is eligible to participate in the Executive Fellows Program for more than two years.

SECTION 1.

- A. The above named Executive Fellow shall be employed in the unclassified service of the state as a professional trainee during the prescribed length of the internship in accordance with 74 O.S. (2001 Supp.) §§ 840-5.5 (10) and 840-3.5 (4).
- B. Executive Fellows serving in positions which are not exempt from the provisions of the Fair Labor Standards Act (29 U.S.C. 201 et. seq.) are subject to its overtime provisions and OAC 530:10-7-12, Payment of overtime.
- C. Permanent classified and regular unclassified employees who receive Executive Fellows internship appointments:
 - (1) May request leave without pay from their permanent or regular employment in accordance with OAC 530:10-15-47, Leave of absence without pay. (Probationary employees and regular unclassified employees with less than six months continuous service shall resign before entry-on-duty as an Executive Fellow.);
 - (2) Shall continue to receive all fringe benefits they would have received in their previous classified or unclassified positions in accordance with 74 O.S. (2001 Supp.) § 840-3.5 (2); and
 - (3) Shall have the right to return to the previous position at any time during the internship in accordance with 74 O.S. (2001 Supp.) § 840-3.5 (2) and OAC 530:10-11-134, Resignation or leave without pay to accept an unclassified position and OAC 530:10-15-47, Leave of absence without pay.
- D. Participants in the Executive Fellows Program who were not permanent classified or regular unclassified state employees prior to their internship appointment shall:
 - (1) Be granted leave benefits commensurate with regular state employees in accordance with 74 O.S. (2001 Supp.) § 840-3.5 (4); and
 - (2) Be enrolled in the state health insurance and retirement benefits programs, if expected to work 1,000 or more hours per year.

SECTION 3.

The **Appointing Authority or designee** of the employing state agency agrees to:

- A. Establish a compensation plan that includes a rate of pay for the Executive Fellow position, which is consistent with positions having like duties and responsibilities within the agency. (These duties and responsibilities and the rate of pay are described in Section 2 of this agreement.);
- B. Provide the Executive Fellow's internship faculty member with assistance and information sufficient to evaluate the Executive Fellow's work experience for academic purposes;
- C. Ensure that the Executive Fellow provides written verification to the Office of Personnel Management, within 30 days after the end of each semester, that the Executive Fellow is continuing to make scholastic progress toward a graduate degree, until completion of all graduate degree requirements, and is maintaining a 3.0 grade point average on a 4.0 scale or a 7.0 on a 12.0 scale in all graduate level coursework; and
- D. Provide a minimum of eight clock hours of training for the Executive Fellow during each six-month period and verification to the Office of Personnel Management of the completion of the training requirements.

Employing State Agency _____

Address _____

City _____ **State** _____ **ZIP** _____

Work Location Address _____

Phone _____ **Fax** _____ **E-mail** _____

SECTION 4.

The **internship faculty member** agrees to be available for consultation with the Executive Fellow, the Appointing Authority or designee of the employing state agency, and the Office of Personnel Management to ensure that the academic purposes of the internship work experience are consistent with the goals of the higher education institution where the Executive Fellow is pursuing a degree. The internship faculty member agrees to work with the Executive Fellow to provide verification of enrollment at a college or university.

Please **PRINT** or **TYPE**.

Internship Faculty Member _____

University _____

Work Address _____

City _____ **State** _____ **ZIP** _____

Phone _____ **Fax** _____ **E-mail** _____

SECTION 5.

The **Office of Personnel Management** may intercede in an internship if the Office determines, at the request of the intern, the Appointing Authority or designee of the employing state agency, or the internship faculty member, that an internship is not functioning in accordance with this signed agreement, 74 O.S. (2001 Supp.) § 840-3.5 (7), and OAC 530:10-17-80 (d), General conditions of employment.

This agreement is not a promise or guarantee of employment either now or in the future. This agreement shall be void unless approved by the Appointing Authority or designee of the employing state agency, the Executive Fellow, the internship faculty member, and the Office of Personnel Management.

An agency may continue to employ a person as an Executive Fellow only during the period of this internship agreement. The agency, the intern, or the Administrator may terminate the internship agreement at any time without notice. The intern serves at the will of the agency appointing authority and may be separated with or without cause.

_____	_____
Appointing Authority or Designee	Date
_____	_____
Executive Fellow	Date
_____	_____
Internship Faculty Member	Date
_____	_____
Carl Albert Public Internship Program Coordinator	Date

**STATE OF OKLAHOMA
OFFICE OF PERSONNEL MANAGEMENT**

**CARL ALBERT PUBLIC INTERNSHIP PROGRAM
UNDERGRADUATE INTERNSHIP AGREEMENT**

Undergraduate Intern

Employing State Agency

This agreement is intended as a mutual understanding between the Carl Albert Public Internship Program Undergraduate Intern, the Appointing Authority or designee of the employing state agency, the Undergraduate Intern's internship faculty member, and the Office of Personnel Management regarding the conditions of the internship, including but not limited to compensation, leave, benefits, and training. All parties to this agreement also are subject to 74 O.S. (2001 Supp.) §§ 840-3.2 et. seq., "The Carl Albert Public Internship Program".

SECTION 1.

- A. The above named Undergraduate Intern shall be employed in the unclassified service of the state as a temporary employee during the prescribed length of the internship in accordance with 74 O.S. (2001 Supp.) §§ 840-5.5 (8) and 840-3.5 (3), for not more than two semesters or 999 hours.
- B. Undergraduate interns serving in positions which are not exempt from the provisions of the Fair Labor Standards Act (29 U.S.C. 201 et. seq.) are subject to its overtime provisions and OAC 530:10-7-12, Payment of overtime.
- C. Permanent classified and regular unclassified employees who receive Undergraduate internship appointments:
 - (1) May request leave without pay from their permanent or regular employment in accordance with OAC 530:10-15-47, Leave of absence without pay. (Probationary employees and regular unclassified employees with less than six months continuous service shall resign before entry-on-duty as an Undergraduate intern.);
 - (2) Shall continue to receive all fringe benefits they would have received in their previous classified or unclassified positions in accordance with 74 O.S. (2001 Supp.) § 840-3.5 (2), and
 - (3) Shall have the right to return to the previous position at any time during the internship in accordance with 74 O.S. (2001 Supp.) § 840-3.5 (2) and OAC 530:10-11-134, Resignation or leave without pay to accept an unclassified position and OAC 530:10-15-47, Leave of absence without pay.
- D. Participants in the Undergraduate Internship program who were not permanent classified or regular unclassified state employees prior to their internship appointment shall not be eligible for paid leave, or health and retirement benefits.

SECTION 3.

The **Appointing Authority or designee** of the employing state agency agrees to:

- A. Establish a compensation plan that includes a rate of pay for the Undergraduate Intern position, which is consistent with positions having like duties and responsibilities within the agency. These duties and responsibilities and the rate of pay are described in Section 2 of this agreement;
- B. Ensure that the Undergraduate Intern provides written verification to the Office of Personnel Management, within 30 days after the end of the semester, that the Undergraduate Intern is continuing to make scholastic progress toward an undergraduate degree and is maintaining a 2.5 grade point average on a 4.0 scale; and
- C. Provide the Executive Fellow's internship faculty member with assistance and information sufficient to evaluate the Executive Fellow's work experience for academic purposes;
- D. Provide a minimum of four clock hours of training for the Undergraduate Intern during the internship and verification to the Office of Personnel Management of the completion of the training requirements.

Please **PRINT** or **TYPE**.

Employing State Agency _____

Address _____

City _____ **State** _____ **ZIP** _____

Undergraduate Intern Supervisor _____

Work Location Address _____

Phone _____ **Fax** _____ **E-mail** _____

SECTION 4.

The **internship faculty member** agrees to be available for consultation with the Undergraduate Intern, the Appointing Authority or designee of the employing state agency, and the Office of Personnel Management to ensure that the academic purposes of the internship work experience are consistent with the goals of the higher education institution where the Undergraduate Intern is pursuing a degree. The internship faculty member will work with the Undergraduate Intern to provide verification of enrollment at a college or university.

Please **PRINT** or **TYPE**.

Internship Faculty Member _____

University _____

Work Address _____

City _____ **State** _____ **Zip Code** _____

Phone _____ **Fax** _____ **E-mail** _____

SECTION 5.

The **Office of Personnel Management** may intercede in an internship if the Office determines, at the request of the intern, the Appointing Authority or designee of the employing state agency, or the internship faculty member, that an internship is not functioning in accordance with this signed agreement, 74 O.S. (2001 Supp.) § 840-3.5(7), and OAC 530:10-17-80 (d), General conditions of employment.

This agreement is not a promise or guarantee of employment either now or in the future. This agreement shall be void unless approved by the Appointing Authority or designee of the employing state agency, the Undergraduate Intern, the internship faculty member, and the Office of Personnel Management.

An agency may continue to employ a person as an intern only during the period of this internship agreement. The agency, the intern, or the Administrator may terminate the internship agreement at any time without notice. The intern serves at the will of the agency appointing authority and may be separated with or without cause.

_____ Appointing Authority or Designee	_____ Date
_____ Undergraduate Intern	_____ Date
_____ Internship Faculty Member	_____ Date
_____ Carl Albert Public Internship Program Coordinator	_____ Date

Office of Personnel Management
Carl Albert Public Internship Program (CAPIP)

Memorandum

2101 N. Lincoln Blvd., Suite G-80 § Oklahoma City, OK 73105 § (405) 521-6293

To: Agency Human Resources Personnel
From: Denae Edwards, Coordinator
In re: **CAPIP “Conversion” Procedure Checklist**

Upon successful completion of a two-year Internship, an Executive Fellow who has ***met all requirements of education and experience*** shall be eligible for appointment to a position in the classified or unclassified service of the state, and shall be deemed as meeting all other statutory requirements [74 O.S. (2001 Supp.) § 840-3.5(1)].

Whether an Executive Fellow is “converted” to a classified or unclassified position is up to the Appointing Authority of each employing agency; it is neither automatic nor guaranteed. ***Conversion also is dependent upon available FTE (Executive Fellows do not count against an agency’s FTE limit during the term of their Internship), sufficient budgetary resources, and an approved exception to the hiring freeze.***

If your agency does not have the position to which you want to appoint an eligible Executive Fellow upon his or her successful completion of a two-year internship, the position must be allocated to your agency.

1. _____ Submit an ***OPM 39 (Position Description Questionnaire)***, completed in accordance with OAC 530:10-5-54(a), showing the position as vacant to your OPM Classification Liaison.
2. _____ Submit an ***approved OPM 92*** to your OPM Classification Liaison. Your Liaison will notify you concerning the allocation of the position.
3. _____ Submit a completed ***OPM 9*** and ***OPM 4B*** to your OPM Recruitment Liaison.
4. _____ Send a letter, signed by your Appointing Authority, to the CAPIP Office certifying that the Executive Fellow has successfully completed a two-year internship in a three-year period.
5. _____ Submit an ***OPM-14*** to your Classification Liaison stating under “Remarks” that the action is an ***“Executive Fellow Conversion in accordance with OAC 530:10-17-84”***, with a copy of the Appointing Authority certification letter (see # 3, above) attached.

If you have questions concerning CAPIP in general or this procedure in particular, please contact the CAPIP Office by phone at 405-522-1737 or by email at Denae.Edwards@opm.ok.gov.

Thank you for your support of the Carl Albert Public Internship Program!