

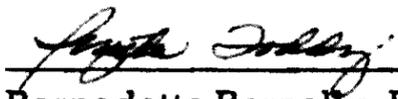
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THE NAVAJO NATION

**BEN SHELLY
REX LEE JIM**

MEMORANDUM

**TO : DIVISION AND EXECUTIVE DIRECTORS
EXECUTIVE AND LEGISLATIVE BRANCHES**

FROM : 
Bernadette Bernally, Human Resources Director
Department of Personnel Management

DATE : May 28, 2013

SUBJECT: INTERN PROCEDURES

Attached for information and use are the Intern Procedures to be utilized in the employment of college students during their summer break. Please disseminate copies of these procedures to all departments/programs within your respective division.

Should you have any questions, please contact me at (928) 871-7772. Thank you.

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THE NAVAJO NATION



**BEN SHELLY PRESIDENT
REX LEE JIM VICE PRESIDENT**

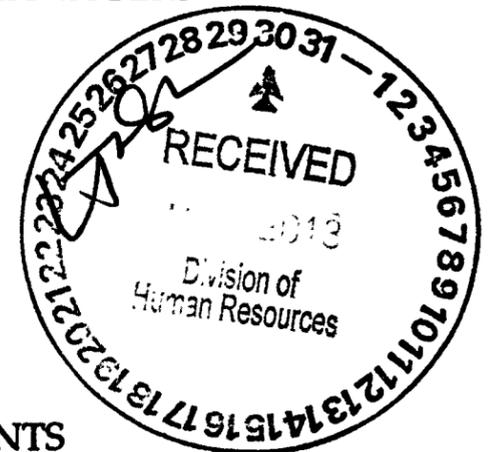
MEMORANDUM

**TO : ALL DIVISION DIRECTORS, PROGRAM AND DEPARTMENT MANAGERS
THE EXECUTIVE AND LEGISLATIVE BRANCHES**

**FROM : Bernadette Bernally
Bernadette Bernally, Human Resources Director
Department of Personnel Management**

DATE : May 24, 2013

SUBJECT: INTERN PROCEDURES – EMPLOYMENT OF COLLEGE STUDENTS



Attached for your information is a copy of the Intern Procedures. These procedures are to provide guidance to supervisors/managers in the recruitment and hiring of college students for temporary employment.

Programs funded by general funds may utilize their vacant positions to employ college students utilizing the Intern classification. Programs funded by grant/contract funds may also utilize their vacant positions; however, the program must utilize the classified title of the vacant position, the student must meet the minimum qualifications of the position and the position must be in the approved budget. The only exception are those programs who budget a 2320 account to employ college students, those programs can utilize the Intern classification.

The Department of Personnel Management (DPM) staff are available to provide guidance and answer questions regarding these procedures. Please contact your assigned DPM Human Resources Analyst to inform him/her of any vacant positions you will be utilizing to employ college students. Attached for your information is a copy of the PAF Submission Schedule. Your cooperation is appreciated. Thank you.

Attachments

DISTRIBUTION



**PROCEDURES
EXECUTIVE AND LEGISLATIVE BRANCHES
DEPARTMENT OF PERSONNEL MANAGEMENT**

| | | |
|------------------|--|---------------------------|
| SECTION: | EMPLOYMENT STATUS: TEMPORARY | NO: 01-VI-001 |
| SUBJECT: | INTERN PROCEDURES | RELEASE DATE: 12/08/97 |
| CROSS REFERENCE: | PPM Section IV.C,D.3,E,I,K.1; V.A.5 | REVISION DATE: 5/21/13 |

PURPOSE

To provide guidance to supervisors on the recruitment and selection of eligible full-time college students for temporary employment during the spring, summer and winter breaks utilizing available vacant positions.

NOTE: If a student is hired other than during the aforementioned breaks, they must be hired utilizing the classified position title of the vacant position through the regular recruitment and selection process. The Intern classification shall not be utilized in these situations.

APPLICABILITY

These procedures apply to full-time college students.

DEFINITIONS

College Student: Any undergraduate/graduate student attending a college, university, vocational or technical institution.

Full-Time: A minimum of twelve credit hours for undergraduates. A minimum of nine credit hours for graduate students.

PROCEDURES:

- A. All Navajo Nation laws and policies applicable to the recruitment and selection of temporary employees shall also apply to the recruitment and hiring of interns, including but not limited to, the hiring of non-Navajos.