

Costs for six month (26 weeks) Basic Clerical Skills Internship

Explanation of funding:

The Training & Development department and the department gaining an intern both help to fund the salary of the temporary employee who will be covering the intern's regular job.

The intern's home department will continue to pay the intern's regular salary plus the In Range Salary Adjustment if applicable.

Funding Specifics:

Funding Provided by the Department Gaining the Intern (Sponsoring Department)

- Fifty percent (50% wages for 1 temporary housekeeper) **\$6812.00** per intern (\$6.55/hour x 40 hours x 26 weeks)

Funding Provided by Training & Development/Employee Forum Staff Development Funding

- Fifty percent (50%) wages for 1 temporary housekeeper **\$6812.00** per intern (\$6.55/hour x 40 hours x 26 weeks)
- 2007 – 2008 internship for 5 internships
TOTAL \$32,671.60

Home Department Funding

- Ten Percent In Range Salary Adjustments (10% of 6 month salary) - if the employee is eligible for such an IRSA - estimated **\$1,180** per intern plus associated benefits

- Example -

- Average clerical skills participant annual salary - **\$26,00.00**
6 month regular salary (length of internship) - **\$13,000.00**
 - IRSA (if applicable) - **\$1300.00**
 - In Internship with IRSA: Total 6 month salary provided by home department - **\$14,300.00**
- Salary for temp employee backfilling intern's full time position
 - Sponsoring department pays **\$6,812.00**
(50% of wages for 1 temporary housekeeper)
 - T&D/Employee Forum pays **\$6,812.00**
(50% of wages for 1 temporary housekeeper)