DATE

NAME

ADDRESS

ADDRESS

Dear NAME:

Congratulation and welcome to Travis County division or section! This letter confirms your appointment to the position of Student Intern I, II, III or IV in the division at Travis County. This Internship is scheduled to take place from DATE- 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 12-20 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. You are scheduled to attend a New Intern Orientation at time on date. Your supervisor will arrange additional, position-specific training for you.

In this position you will summary of duties.

This internship is unpaid -OR- You will be compensated at $ /Hour. You will be paid on a semi-monthly basis, with the first pay date for the new position occurring on date. This position is an hourly position governed by the overtime provisions of the federal Fair Labor Standards Act and/or relevant state statute 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.

You are required to comply with federal government work authorization requirements. Prior to starting employment, you must present document(s) that identify both your identity and ability to work in the United States.

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 may be considered an at-will temporary employee and either you or the County may terminate your employment at any time with or without cause or prior notice.

The following items are important for you to know:

1. *As a student intern, you are not eligible for Travis County benefits.*