



GRADUATE PUBLIC SERVICE INTERNSHIP

Policy
Manual

Revised July 2022



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The Graduate Public Service Internship Program (GPSI)

Please carefully read the GPSI policies and procedures outlined in this handbook. If you have questions, concerns, need additional information, and/or clarification, please call the GPSI Office at (217) 206-6158.

UNIVERSITY OF ILLINOIS NONDISCRIMINATION STATEMENT

“The commitment of the University of Illinois to the most fundamental principles of academic freedom, equality of opportunity, and human dignity requires that decisions involving students and employees be based on individual merit and be free from invidious discrimination in all its forms.

The University of Illinois will not engage in discrimination or harassment against any person because of race, color, religion, sex, national origin, ancestry, age, order of protection status, genetic information, marital status, disability, sexual orientation including gender identity, unfavorable discharge from the military or status as a protected veteran and will comply with all federal and state nondiscrimination, equal opportunity and affirmative action laws, orders and regulations. This nondiscrimination policy applies to admissions, employment, access to and treatment in the University programs and activities.

University complaint and grievance procedures provide employees and students with the means for the resolution of complaints that allege a violation of this Statement. Members of the public should direct their inquiries or complaints to the appropriate equal opportunity office.” (<https://www.hr.uillinois.edu/cms/One.aspx?portalId=4292&pageId=5670>)

MINIMUM COURSE LOAD

GPSIs are required to be enrolled in at least eight (8) semester hours each fall and spring semester. The **ONLY** exception to this requirement is the final semester of study when interns are completing their degree requirements.

During any semester, except for their final semester, if the GPSI is unable to enroll in at least eight (8) hours due to a scheduling issue with their graduate degree program, the intern may apply for a waiver of the minimum course load. To do so, they must complete and submit to the GPSI office prior to the start of the semester the **“Waiver of the GPSI Internship Minimum Course Load Policy”** form. This form is available from the GPSI office and must be signed by the student’s academic advisor and the department chair of the academic program. **This form is not required if it is the student’s final semester of study.** Please see the section on FICA and OASDI Withholding on page 6.

GPSIs are NOT allowed to drop a class during a semester that reduces their total hours enrolled to less than eight (8) hours or to drop any classes in their final semester. **Interns that drop below eight (8) semester hours (or drop any class in their final semester) will be required to submit a waiver to the GPSI office with an explanation for the course withdrawal. Failure to submit the waiver to the GPSI office will result in disciplinary action up to and including termination from the internship.**

Furthermore, should a GPSI withdraw from a course for any reason, after Week 5 of the semester, which reduces their total hours enrolled to less than eight (8) hours, the withdrawal will result in a reduction to the tuition waiver equal to the number of credit hours associated with the dropped course(s).

COMMUNICATION

As a GPSI you are encouraged to come in and speak with GPSI staff whenever needed. If you’d prefer to schedule an appointment with GPSI staff, please call the GPSI office at (217) 206-6158. Office hours are Monday through Friday, 8:30 a.m. to 4:30 p.m. (closed Noon – 1:00 p.m.)

Check your UIS e-mail on a regular basis (at least every other day) for important announcements regarding program activities, professional development issues, GPSI seminar, payroll issues, etc.

To report a change of address and/or telephone number, please call the GPSI office at (217) 206-6158 or e-mail Pam McGowan at pmcgo2@uis.edu. For payroll purposes, you must also change your address and telephone number for the University-wide system through the NESSIE website at <https://nessie.uhr.uillinois.edu/cf/index.cfm>.

AGENCY/UNIVERSITY CONTRACT AND INTERN AGREEMENT PROCESS

The GPSI agency/university contract and intern agreement are based on the July 1 fiscal year timeline. Around mid-March, the GPSI office begins the renewal process with placement agencies. Around mid-June, the office distributes the student agreements to all current interns, and the contract to the placement agency. It is your responsibility to sign the student agreement and return it to the GPSI office by the specified deadline date.

ANNUAL MANDATORY ETHICS TRAINING

The University of Illinois Springfield requires all employees to complete the annual ethics training. As a GPSI you are considered a University of Illinois Springfield employee and you **MUST** comply with the ethics training mandate. The State Officials and Employees Ethics Act requires all state employees, including University of Illinois Springfield employees, to participate in annual ethics training on a calendar year basis.

Since the ethics training does **NOT** pertain to official agency business, you must complete the training on your own time and **CANNOT** complete it while at your agency or by using an agency computer.

The invitation to complete the ethics training is usually sent out via e-mail annually in early October and the training usually must be completed by early November. Please consult the specific e-mail for actual deadline dates.

Interns who completed the ethics training while employed in another position on campus in the past year are exempt and will not receive the e-mail notification from the University. Also, please note that completing the ethics training at the GPSI placement agency does **NOT** exempt you from the University's ethics training. Please let your GPSI supervisor know that you are required to complete the University's ethics training. Some agencies also require interns to complete the agency's version of the state's mandatory ethics training. If you are asked by your agency to do so, you must comply.

Please understand that this mandatory training is taken very seriously by the University. According to the University's Ethics Officer, failure to complete annual ethics training will result in the statutorily required reporting of your name to the Executive Inspector General. The penalties of noncompliance will be determined by the Illinois Executive Ethics Commission, based on authority granted within the law in addition to any internal disciplinary action imposed by the University. The Executive Ethics Commission has the authority to impose a fine of up to \$5,000 for noncompliance with the Act, which includes failure to complete the ethics training.

Noncompliance with the UIS ethics requirement will result in the immediate termination of your GPSI position.

BENEFITS

Monthly Stipend: From August 16 to May 15, all interns work part-time (20 hours per week) and the gross monthly stipend is \$1,200. From May 16 to August 15, all interns work the agency full-time equivalent (which in most cases is 37.5 hours per week) and the gross monthly stipend is \$2,400.

- GPSIs are considered UIS employees and therefore are paid on the 16th of the month.
 - If you have a problem with your paycheck, contact the Payroll Office at 217-206-7144 or benefits@uillinois.edu.
- New interns who have completed the newHireCom process prior to the payroll calculation date normally receive their first paycheck on September 16. If the 16th falls on a weekend or holiday, paychecks are deposited on Friday or the day prior to the holiday.

- Paychecks are distributed by electronic deposit. Earning statements are available through NESSIE at <https://nessie.uihr.uillinois.edu/cf/index.cfm> under the compensation tab.

- W-2s and other personal UIS financial information is available online: <https://www.hr.uillinois.edu/myinfo>

Tuition Waiver: GPSIs receive a tuition waiver for up to ten (10) graduate credit hours in the fall and spring terms and up to four (4) credit hours for the summer term. The tuition waiver is for the current graduate tuition rate per hour. The GPSI waiver does not cover any differential tuition rates. If you are enrolled in an online-only program, your tuition will be covered at the online base rate as long as you give the GPSI office timely notice. If, at any time, you switch from an on-ground to an online only program, inform the GPSI office immediately. It may or not be feasible to adjust your contract hour coverage depending on the date of notification. GPSIs are not required to register for the summer term; however, domestic students who take fewer than three hours during the summer term will be required to pay FICA and Old Age Survivor Disability Insurance (OASDI–Social Security) taxes. This policy does not apply to most international students. (International students should check with the UIS payroll office regarding FICA and OASDI taxes.)

- Tuition waiver hours may be moved around within the contract year (August 16 through June 30 the following year). For example, if you take 11 hours in the fall term, you can use one hour of summer tuition to cover the additional hour in the fall, leaving you with a summer tuition waiver of three hours. Please refer to the resignation section on page 8 regarding the ramifications of resigning from your internship if you have used tuition waiver hours from a future semester(s).
- GPSIs must be enrolled as full-time graduate students, taking a minimum of eight (8) semester hours in the fall and spring terms. In rare cases, enrollment exceptions will be granted on an individual basis, as described in the earlier section on Minimum Course Load.
- If your placement begins after the 30th calendar day of the semester, your tuition waiver will be pro-rated based on the start date.
- To earn the four hour summer tuition waiver, you must be a GPSI through June 30 of that year. If you resign prior to June 30, your student account will be billed for any summer tuition waiver hours used. If you are an out of state resident, you will be billed at the non-resident graduate tuition rate for those summer hours.
- The tuition waiver is restricted to courses taken at the University of Illinois Springfield.
- The tuition waiver **cannot** be used for classes taken on an audit basis, unless the audited class is required for the completion of the master's closure requirement.
- The tuition waiver cannot be used for classes taken for personal enrichment or for classes taken at the 100 and 200 levels. The tuition waiver is restricted to 300 (prerequisites only), 400 and 500 level courses. If a student's Notice of Graduate Admission indicates a prerequisite course at the 100 or 200 level, GPSI will verify with the program.
- Certificates- The GPSI tuition waiver does not cover classes that go towards a certificate. If the classes that are needed for a certificate overlap with required electives, those courses will be covered with the tuition waiver.
- If, for any reason, you drop a course(s) for which tuition has been waived you will be held responsible for the tuition charges based on the drop date.
- If you are terminated or resign, you will be held responsible for the tuition charges from the termination/resignation date to the end of the academic term. If you moved tuition waiver hours from a future semester and are terminated or resign, you will be responsible for reimbursing those tuition charges. If your permanent residence is located outside of Illinois, the pro-rated tuition charges will be assessed at the out-of-state rate.
- Tuition charges for enrollment exceeding your GPSI waiver are your responsibility. For non-residents, the tuition for the additional hours will be charged at the **resident rate** based on the availability of the Provost's waiver policy for interns.
- A list of GPSIs is submitted to the Office of Financial Assistance prior to the start of the term authorizing the award of the GPSI tuition waiver. The tuition waiver total will be credited to your UIS student account after the 10th day of the semester.
- Intern contracts include a \$650 fee waiver in the fall and spring terms that is automatically applied towards mandatory student fees. There is no student fee waiver for the summer term.
- The tuition waiver does not cover late fees or textbooks.

Professional Development: All GPSIs receive \$300 each fiscal year for professional development through the University's contractual agreement with the placement agency. (Please refer to the section on Professional Development Funds for policies and procedures.)

Health Insurance: GPSIs are not eligible for the State of Illinois Group Insurance Plan.

Below is information from the UIS Human Resources website about student health insurance:

- "All students at UIS must carry health insurance. Students enrolled in any On-Campus or Blended class will **automatically** be assessed a student health insurance fee. Please be aware that if you already have insurance through another provider, you must complete a waiver once per academic year, by visiting Academic Health Plans at <https://uis.myahpcare.com/waiver>.
- The waiver system is divided into domestic student and international student databases. This waiver process is intended to be an annual event. Once a waiver is approved it will remain valid for the entire academic year in which it was submitted (August to August.)"
- The waiver must be submitted online no later than the posted deadline for the applicable semester. Students who register after the exemption deadline and enroll in an On-Campus or Blended course are also automatically assessed the student health insurance fee. These students have five (5) business days to submit the waiver, if applicable. UIS HR will make every attempt to reach out to any late registering students via campus e-mail, in order to explain the waiver process after the online waiver deadline has passed.
- **Students enrolled in Online Only coursework, for a given semester, are ineligible to participate in the student health insurance program. There may be exceptions made for summer term only.**
- Please visit the Student Insurance webpage at www.uis.edu/humanresources/studentinsurance/ for helpful information such as waiver deadline dates for students wanting to waive insurance, coverage dates, fees, deductible and policy brochure for students wanting to enroll/maintain the plan.
- Questions regarding UIS student health insurance coverage should be directed to the Human Resources office at (217) 206-7021 or 7020.

Sick and Personal Leave: As a GPSI, you are eligible for non-compensatory, non-accumulative sick and personal leave hours based on your current contract period. Leave allotments vary and are noted in your intern agreement. If you are absent utilizing sick leave for three (3) consecutive days, you may be required to submit a note from the doctor regarding the reason for absence.

- If you know that you are going to be off for an extended time on sick leave (for example, pregnancy or surgery) please discuss this with your GPSI supervisor and the GSPI Director as soon as you are aware of the situation. These cases are handled on a case-by-case basis and you may need to work out a mutually agreed upon plan to bank hours to cover the absence.
- Interns receive five (5) hours of sick and five (5) hours of personal time per contract month.
- Parental leave- Eligible interns are entitled to up to six weeks of parental leave without loss of pay immediately following the birth of a child, or upon the initial placement or the legal adoption of a child under 18 years of age. Eligible interns are those who hold an active contract at the time the parental leave is taken. The requirement that academic staff members must have six months of service to receive this benefit does not apply to graduate employees. Parental leave will be counted as part of the twelve-week entitlement accorded by the Family and Medical Leave Act (FMLA) for FMLA-eligible individuals and may be used in conjunction with other paid or unpaid leaves for which the individual is eligible.

Military Leave: Please refer to the UIS HR website at https://nessie.uihr.uillinois.edu/cf/leave/index.cfm?Item_id=1334

ACCEPTABLE GRADES

Graduate students must maintain a cumulative GPA of 3.00 or better to be in good academic standing. Cumulative grades below a 3.00 will result in the student being placed on academic probation.

Academic probation: If your UIS cumulative GPA is less than 3.0, you will be placed on academic probation by the University. Once on probation, a student has to continue improving their GPA. As long as a graduate student on probation earns a term GPA of at least 3.0 (even if their cumulative GPA is below 3.0), they will remain on probation until their cumulative GPA rises above a 3.0 and they once again return to good academic standing. If, however, a graduate student on probation earns a term GPA below a 3.0 in the subsequent semester, they will be placed on academic suspension.

- GPSIs who are on academic suspension have the option to appeal their suspension. If the appeal is approved, the GPSI Director will evaluate an intern's eligibility to remain in the internship on a case-by-case basis. If you choose not to appeal the suspension, your internship will be terminated upon notification.
- **Please note:** The GPSI tuition waiver remains intact during the first semester of academic probation. After the first semester on probation, if your cumulative GPA is not at a 3.0 or better, you will need to complete the Financial Aid appeal process and be granted an appeal to avoid "Financial Aid Cancellation." If you are not granted the requested appeal, you are eligible to receive your GPSI tuition waiver; however, you are not eligible to receive any institutional or federal financial aid due to financial aid cancellation.

Incomplete Grades: If a GPSI receives an incomplete (I) grade for a class, they have one semester from the time the incomplete grade was issued to complete that class and receive a letter grade. Failure to do so will result in the termination of their GPSI position.

FICA AND OASDI WITHHOLDING

If, at any time, your academic course load is less than six (6) semester hours for the fall or spring terms or three (3) credit hours for the summer term, both FICA (Medicare) and Old Age Survivor Disability Insurance (OASDI–Social Security) taxes will be deducted from your paycheck at the rate of 1.45% of gross pay for FICA and 6.2% of gross pay for OASDI. Foreign national students who are nonresident aliens (NRA) in F1 status are exempt from this withholding during the summer semester. If you have questions, please contact the UIS Payroll Office (217) 206-7211.

WORK SCHEDULE

As a GPSI you are required to work part-time (20 hours per week) between August 16 and May 15. Beginning May 16 through August 15, you are required to work full-time (37.5 hours per week or your agency's full-time equivalent). International Students are not permitted to ever work more than 20 hours per week during the academic year.

- Please meet with your GPSI supervisor to set your work schedule around your course schedule. Some interns work part of each day, Monday through Friday, while others work two full days and one half day per week.

DAILY WORK BREAKS

In consideration of the intern's health and work quality/productivity, it is the consensus of GPSI supervisors and the GPSI Director that interns need to take breaks. Accordingly, during the full-time work schedule you must take at least one 15 minute break (either a.m. or p.m.) and a 30-60 minute lunch break.

- During the part-time work schedule – if you are working a full day (at least 7.5 hours) – the same lunch and break rules apply. On days that you are working less than 7.5 hours – you must take at least one 15 minute break.
- Breaks **do** count towards your required daily hours. Lunch breaks **do not** count toward your required daily hours. Check with your GPSI supervisor regarding your agency's requirements for mandatory breaks and lunch hours.

REPORTING FOR WORK

If you know in advance (scheduled doctor appointments, vacations, etc.) that you will be absent from the workplace, you must receive approval from the GPSI supervisor and discuss arrangements to make up the hours or use "banked hours" to cover the absence if you are not using your leave benefit hours.

Arrive on time each workday and for all meetings and appointments. Lack of punctuality and/or leaving early without consent of your GPSI supervisor is considered unprofessional behavior and may be grounds for termination.

If you are sick or cannot report to work as scheduled, please immediately contact your GPSI supervisor within 30 minutes of your scheduled daily arrival time by phone and/or email.

It is a requirement of the GPSI program to be present in the office during the intern's work hours. In the event remote work is an option, interns must come to a mutual agreement with their GPSI supervisor regarding terms of remote work

and any potential return to office dates. Interns must acknowledge that remote work opportunities are a privilege, not a right for their GPSI position.

BANKING HOURS

Since GPSIs do not accrue vacation leave, many interns choose to “bank hours” throughout the year for use during final exams, holiday breaks, etc. Due to visa restrictions, international students are only allowed to bank hours during academic breaks and/or during periods when interns are expected to work, but classes are not in session. If you are interested in “banking hours,” you must have the approval of your GPSI supervisor and discuss the process to keep accurate records of the accumulated banked hours. **Not all agencies permit interns to “bank hours.”**

- GPSIs cannot bank in excess of 75 hours at any given time. Interns who accumulate 75 banked hours must use some of the hours before logging additional banked hours.
- Accumulated banked hours **DO** carry over to the next contract period.
- To be absent from the workplace utilizing banked hours is at the discretion of the GPSI supervisor.
- Any banked hours per week must be counted and documented on a log tracked by you and your GPSI supervisor.
- You will not receive monetary compensation (overtime pay) for banked hours worked.

LEAVE

Interns who plan to be out of the office for an extended period of time (five business days or more), such as for a vacation, must have the GPSI supervisor’s and GPSI Director’s approval at least two weeks prior to departure, with a set and agreed upon date for return. See Appendix B on page 14 for a sample leave request.

- **Leaves for first year interns cannot exceed five (5) agency workdays**, regardless of intern’s weekly work schedule and is subject to final approval by the GPSI Director. You are not guaranteed approval from GPSI Director just because your supervisor approves it.
- **Leaves for second or third year interns cannot exceed ten (10) agency workdays**
- Interns who wish to be absent for an extended period must have banked hours **in advance** to accommodate the absence. **No banked hours = no Leave**. Approval for extended absence from the workplace for extenuating circumstances, may be granted by the GPSI supervisor and GPSI Director on an individual basis.
- Interns traveling for an extended period must give the GPSI supervisor the exact date of return. Leave will not be granted for open-ended travel. Interns must book roundtrip airfare, as one-way tickets do not stipulate an exact date of return. **Before purchasing any tickets**, interns must provide the GPSI Director with a screen shot of the proposed ticket for approval before a ticket is actually purchased.
- Interns who abuse the banked hour policy risk losing the option to bank hours.
- **Interns are only allowed one (1) Leave per contract year.**
- International Students- check with International Student Services (ISS) prior to leaving the country.
- **Blank Extended Leave form** can be found under the Current Interns tab on the GPSI website

TIMESHEETS/SICK AND PERSONAL LEAVE FORMS

As required by the Federal Labor Standards Act (FLSA), GPSIs are required to scan and e-mail or fax (217/206-7508) a monthly timesheet to the GPSI office by the 15th of the month, along with any approved sick and/or personal leave forms for the specific timesheet period. The timesheet, sick and personal leave forms and instructions are located on the GPSI website under the menu options for current intern information. You may use one form for multiple days of sick and/or personal leave. Please be sure that your sick and/or personal hours on your timesheet match the sick and/or leave hours that you submit on the leave form.

Timesheets are mandatory and must be submitted by the monthly deadline on the 15th of each month.

- Repeated failure to submit timesheets in a timely manner will result in disciplinary action up to and including dismissal from the GPSI program.

If you are out sick, or your GPSI supervisor is out of the office and cannot sign the timesheet, or there is a legitimate reason that you cannot submit the timesheet by the 15th of the month, e-mail Pam McGowan at pmcgo2@uis.edu.

STATE HOLIDAYS

Interns whose normal work schedule coincides with a state holiday are **not** required to report to work nor are they required to makeup the hours – it is viewed as a holiday. Please note, however, if you are scheduled to work less than 7.5 hours on the state holiday you can only count the hours scheduled to work towards your weekly total. For example, if Monday is a state holiday and you normally work 4 hours on Mondays then you only count 4 hours towards your weekly requirement – not 7.5 for the full day if you were not scheduled to work the full day.

ACADEMIC BREAKS

During spring break and/or other academic breaks, interns are expected to report for work as scheduled. With the approval of the GPSI supervisor, however, you may work additional hours to log as “banked hours” or may use “banked hours” to be absent from the workplace.

OUTSIDE EMPLOYMENT

Domestic GPSIs may hold additional graduate hourly employment with UIS in the fall and/or spring semesters, however, the weekly maximum number of hours allowed is ten (10). An “**Application for FALL/SPRING Graduate Hourly Work for GPSI**” form must be completed and approved prior to the start of the position. This form is available from the GPSI Director. Additional off campus employment, however, is permitted as long as it does not exceed 20 hours per week during the academic semester.

International GPSIs are not eligible to hold additional employment due to visa constraints.

PLEASE NOTE: While you are a GPSI if you accept any graduate hourly positions through UIC, UIUC or the U of I Extension Office, it may cause problems with your GPSI stipend pay. We cannot tell you not to take this type of additional employment, but want you to be aware of potential payroll issues.

RESIGNATIONS AND TERMINATIONS

If you decide not to complete the GPSI placement (resign), you must give the GPSI Director and the GPSI supervisor ten working days written notice.

- Acceptable written notice consists of a signed resignation letter that includes the signature of the GPSI and the GPSI supervisor, and the effective date of resignation. You must submit the signed original resignation letter to the GPSI office within five working days of giving your notice of resignation.
- GPSIs are required to reimburse the University for over payment of stipends received for work not performed. Failure to do so may result in the withholding of transcripts and degree(s). The University has the right to exercise legal recourse in the event attempts to collect prove unsuccessful.
- If you resign your GPSI placement during the academic year, your tuition and fee waivers will be pro-rated based on the date of your resignation. For example, if you resign on March 15, you will be responsible for your tuition for the remainder of the semester. If you are not an Illinois resident, the pro-rated amount of tuition owed will be calculated at the non-resident graduate rate.
- If you borrowed tuition waiver hours from a future semester and you resign (or are terminated), you will be responsible for paying back the hours you borrowed and again, if you are not an Illinois resident, the borrowed tuition hours owed will be calculated at the non-resident graduate tuition rate.
- Interns who resign or are terminated from the GPSI program are not eligible for any future GPSI placement consideration.
- Please refer to Appendix A on page 13 to see a sample resignation letter.

WORKERS' COMPENSATION

The University of Illinois operates as a self-insured employer for workers' compensation claims. The program is administered by The Office of Workers' Compensation and Claims Management located at 100 Trade Centre Drive, Suite 103, Champaign, Illinois 61820 (217) 333-1080. It is the University's policy to pay benefits in accordance with the Workers' Compensation Act.

As a GPSI you are a University employee. In the event of an injury or illness arising out of and in the course and scope of employment duties, while engaged in work at the placement agency, you may be eligible for Workers'

Compensation benefits. It is your responsibility to first report the injury to your GPSI supervisor – then to call the GPSI Director – even though you may consider the injury insignificant. (Please note: Workers’ Compensation typically does not cover any claims involving walking into or out of work on sidewalks, parking lots, etc.)

If you need medical treatment, you should seek treatment at Midwest Occupational Health Associates (MOHA), weekdays 8 a.m. to 5 p.m. at 775 Engineering Avenue, Springfield, Illinois (217) 522-4300. If you need emergency treatment, or it is after hours or on a weekend, you should go to Memorial Medical Center Emergency Department at 701 N. 1st Street, Springfield, Illinois (217) 788-3000.

The form required to report an employee injury is the First Report of Injury/Illness form to be completed within 24 hours of incident by employee. The form is available from the UIS Office of Human Resources website at <http://www.uis.edu/humanresources/benefits/workerscomp/>. This form should be completed promptly and completely, to include witness and supervisor portions, in order to protect your workers’ compensation rights and to insure medical providers are reimbursed in a timely manner. You or your supervisor must submit the completed form to the Office of Workers’ Compensation and Claims Management by fax to 217/244-5152 or by e-mail to WorkComp@uillinois.edu. A copy should be provided to the UIS Environmental Health & Safety Officer, Ravneet Chhokar at rchho2@uis.edu. Claims will be processed by the Office of Workers’ Compensation and Claims Management. Questions – please call the UIS Office of Human Resources, Ceitha Steele, Human Resource Officer at (217) 206-7020 or by e-mail at cstee2@uis.edu.

PROFESSIONAL WORKPLACE BEHAVIOR

- **Professional Attire:** Attire must be business or business casual in the workplace. Please discuss proper office attire with the GPSI supervisor, as office attire can vary between agencies.
- **Punctuality:** Be on time for work – 5 minutes early is professional. If you have to be absent due to illness on a day you’re supposed to report to work, contact your supervisor within 30 minutes of your start time.
- **Internet and Agency Telephone usage:** Personal use of the internet and agency telephones by GPSIs is not permitted. Use of personal cellphones should be limited to breaks and lunch hours.
- **Respect for co-workers:** Professional behavior in the workplace demands that you treat everyone with respect. If you need guidance with a workplace matter, it is best to discuss the matter with your GPSI supervisor or the GPSI Director.
- **Homework:** GPSIs are not permitted to work on homework at the placement agency during scheduled work hours without the GPSI supervisor’s permission.
- **Office Problems:** Problems encountered in the workplace should be discussed first with your GPSI supervisor. If additional assistance is needed, please bring the matter to the GPSI Director. It is good policy to discuss workplace difficulties with the GPSI supervisor or GPSI Director before allowing the situation to interfere with your work performance.
- **Academic Dishonesty:** Academic dishonesty is not tolerated by the University of Illinois Springfield or by the GPSI program. Any GPSI found guilty of academic dishonesty, as defined by the University in the Student Handbook, may be terminated from the GPSI program. The GPSI tuition waiver for the term in question will be null and void, and the intern will be held responsible for all tuition charges for the academic term. Non-resident students will be charged at the current non-resident graduate tuition rate.
- **Sexual Harassment:** The University of Illinois Springfield does not tolerate sexual harassment or harassment in any form. As university employees all GPSIs are entitled to work in an environment that is free from all forms of harassment. If you feel you have been harassed in the workplace or in a GPSI seminar class, we encourage you to report the matter to your GPSI supervisor, the GPSI Director, the University Title IX Officer. Interns are encouraged to come forward for support, guidance, and intervention. Complete information on the UIS Sexual Harassment Policy is located on the UIS Access and Equal Opportunity website at <http://www.uis.edu/aeo/policies/>.

For additional information regarding UIS student policies – please refer to the UIS Student Handbook at <http://www.uis.edu/studentaffairs/handbook/>.

INTERN DUTIES

It is very important that you determine in the early days of your placement what is expected of you in your internship.

- Ask your GPSI supervisor for clarification and guidance about specific assignments, projects, task deadlines, scheduled breaks, office routines, and daily duties. Duties need to be based on the internship experience form developed by the agency for your internship.
- Ask specific questions. GPSI supervisors prefer that interns ask for clarification and guidance if tasks and responsibilities are not clear. The person to ask about internship-related tasks is your GPSI supervisor, not your co-workers.
- If you are given a project or assignment with a deadline – it is just that – a deadline. Deadlines are usually not flexible. If you find that you cannot make the deadline, discuss the matter with your GPSI supervisor.
- It is also important that you learn and know your agency leadership.

TEAMWORK

It is crucial to your success as a GPSI to have a positive “can-do” attitude. GPSI supervisors expect interns to be team players.

- A team player is willing to perform duties that may not be in your official internship experience form. Pitch in to help with support staff tasks like envelope stuffing, answering the telephone or filing to get a project completed.
- If, however, you are consistently asked to do tasks that are not in your internship experience form, please discuss the situation with your GPSI supervisor and with the GPSI Director, if necessary.

ALCOHOL AND ILLICIT DRUG USE

State of Illinois agencies and the University of Illinois Springfield have very strict rules against drug use and alcohol consumption in the workplace. Never use drugs or consume alcohol at work.

UIS COUNSELING CENTER

UIS has a Counseling Center in the Human Resources Building. Counseling services are confidential and free of charge to UIS students who have paid the Health and Counseling Fee. For additional information, please visit the counseling website at <http://www.uis.edu/counselingcenter/>.

GPSI SEMINAR

As a means to help interns integrate academic knowledge and internship experience, all GPSIs are required to attend and to participate in PAD 561 Organizational Environment in the Public Sector regardless of hire date. The one credit hour class is offered in the fall and spring terms. The GPSI seminar is listed in the University course schedule in the Masters of Public Administration program (PAD). Some academic programs permit interns to apply GPSI seminar credit towards degree requirements for graduation. Please check with your academic advisor on this matter. The GPSI seminar course can be taken for a letter grade or for credit/no credit. GPSI seminar classroom hours do not count towards weekly agency work requirements. It is your responsibility to register for PAD 561 prior to the start of the fall or spring term. If you are hired during Late or Spring Round, you must enroll in the course during the spring semester.

PROFESSIONAL DEVELOPMENT

GPSIs are allotted \$300 (or a pro-rated amount, depending on contract start date) per contract year for professional development. Professional development funds may be used in a variety of ways that broadens the intern’s professional growth. Professional development expenditure requests for the current contract period must be received in the GPSI office by May 1, with all related professional development activities completed by June 15.

- **Definition of Professional Development:** For the use of these funds, professional development is defined as having a direct relationship to the intern’s academic major, and/or GPSI placement.
- **Approved Professional Development Expenditures:** Local/state/national conference registration fees, membership to professional organizations, subscription fees for professional journals, newsletters, publications, professional certification examinations, books (not textbooks) and work related travel. Interns are permitted to purchase software applications relevant to their academic major or GPSI placement. If, for any reason, the

software needs to be returned to the vendor – the student assumes responsibility for the return process and applicable shipping charges.

- **Non-approved Professional Development Expenditures:** Including but not limited to the purchase of liability insurance, newspaper subscriptions, health insurance, course-related textbooks, PC hardware, PC memory and system upgrades, PC and/or printer peripherals, photography equipment and other high-end technology, or work-related expenses such as parking, interview attire, or transportation to the worksite.
- **GPSI Supervisor Requests:** It is appropriate for GPSI supervisors to request that interns use professional development funds for internship-related travel. Since the placement agency is the source of the professional development funds and the position, in and of itself is considered a professional development experience, GPSI supervisors have the right to make the request.

APPROVAL AND REIMBURSEMENT PROCESS

- All professional development expenditures must be pre-approved by the GPSI office. **Failure to receive approval for pdf usage prior to purchasing will result in denial of reimbursement.**
- **Please review this GPSI policy manual before submitting any professional development requests or questions.**
- You must send an e-mail message to Pam McGowan (pmcgo2@uis.edu), providing your name, date, rationale for use of funds, event information, cost information, and any relevant supporting documentation. If the request is for books, it must include the title, author, publisher, and ISBN.
- If the request is related to an event that requires travel and/or absence from the workplace, the email must outline the plan discussed with the GPSI supervisor to make up the hours, and the GPSI **supervisor must be copied on the email** which suffices as approval for you to be absent. Request for travel reimbursement must be approved prior to departure – no exceptions. **Reimbursements for travel will be processed once you have returned from the conference and all receipts have been submitted.**
- If the request is for a subscription or membership dues, you must also submit a copy of the completed registration/application form(s).
- You will receive e-mail notification from the GPSI office regarding the status of your request and/or reimbursement. Domestic students should allow two to four weeks for expense reimbursement. Foreign national students should allow four to eight weeks for expense reimbursement (taxes are withheld from your reimbursement). Professional development activities cannot exceed the balance in your professional development account, which is maintained in the GPSI office located in BRK 475.
- The GPSI office prepares all University invoices for reimbursement, which are then processed for payment on the Urbana-Champaign campus. Reimbursements are first direct deposited to your University student account and applied if you have an outstanding balance, otherwise, it will be deposited to your personal bank account.
- All foreign national interns need to record their foreign national documents each calendar year at this link: <https://www.obfs.uillinois.edu/payments-foreign-nationals/tax-status-review-appointments/> .

USE OF AGENCY VEHICLES

The State of Illinois Auto Liability Self-Insurance Plan that covers state agencies extends to cover GPSIs as long as interns are driving the state vehicle as a part of state business for the placement agency. The internship experience form on file in the GPSI office must state that you are required to drive an agency motor pool vehicle in order to fulfill your intern duties. Before operating an agency motor vehicle, you or your GPSI supervisor must call the GPSI Director at (217) 206-6155 to confirm that the use of the vehicle is noted in the internship experience form.

UNIVERSITY TRAVEL POLICIES

Receipts are not required for expenses \$10.00 and less (i.e., tips, luggage handling, highway tolls, etc.). Original receipts for items more than \$10.00 must be attached to the travel voucher when it is submitted for reimbursement. When requesting travel reimbursement, you must submit a memo documenting the date and time of departure and the date and time of your return to the campus or your residence. If travel involves conference participation, a copy of the registration brochure must be submitted for reimbursement.

- **Lodging:** To be reimbursed for overnight lodging you must submit an original hotel invoice, in your name, showing .00 balance due. Credit card receipts do not suffice. Before scheduling your hotel accommodations – please email Pam McGowan in the GPSI office at pmcgo2@uis.edu to obtain the current maximum allowable

reimbursement rates for hotels. The rate does vary by state and between downstate and Cook County/Chicago Metropolitan areas.

- **Per Diem Allowances:** Per diem is paid for travel that includes overnight lodging. The per diem allowance for in-state travel is \$28.00 per day, and for out-of-state travel is \$32.00 per day.
- **Per Diem Travel:** When the cost of meals for approved seminars, conferences, or professional development meetings are included in the registration fee, or are otherwise provided, the cost must be deducted from the applicable per diem rate for the day. Reimbursement cannot include both meal allowances and per diem.
- **Mileage:** If you travel using your personal vehicle, mileage is reimbursed at the current State of Illinois rate of \$0.56 per mile as of January 1, 2021.
- **State Vehicles:** If you use a state vehicle for travel, you are not eligible for mileage reimbursement.

JURY DUTY

GPSIs are eligible for approved leave with pay for the duration of jury duty and may retain funds paid to them in compensation for such duty. Jury leave is arranged between the intern, the GPSI supervisor, and the GPSI Director. Interns do not have to use banked hours or make up hours missed for jury duty.

INCLEMENT WEATHER

During the regularly scheduled work day GPSIs are required to report for work as scheduled if the agency is open for business. Interns who cannot report to work or decide to leave work early due to inclement weather must use banked hours or personal leave hours to cover the absence.

If the campus is closed and/or classes have been cancelled, interns must still report to the agency as scheduled if the agency is open for business.

SUMMARY

Located within the Center for State Policy and Leadership, the GPSI is ranked as one of Illinois' premier governmental internship programs. For nearly 5 decades, this program has provided top-flight graduate students with a high quality graduate education, real world experience, and lifelong networking connections. The GPSI program is structured to provide interns with a professional public sector internship experience while concurrently earning a master's degree from the University of Illinois Springfield. As participants in this program you have the opportunity to be trained as a public service professional and serve as an ambassador for the University of Illinois Springfield in state government. It is our hope that you will embrace this unique opportunity and that your internship experience is the beginning of a fulltime career in public service.

ALWAYS REMEMBER – WORK HARD, WORK SMART, HAVE FUN!

Appendix A – Sample Resignation Letter

<DATE SUBMITTING>

Dear Sherrie,

I am resigning my GPSI internship at the Illinois Department of Public Health effective close of business on **INSERT DATE**.

(If you wish to include additional information about your internship placement and/or supervisor, you should add a paragraph here).

Sincerely,

Alice Jones

Alice Jones (NOTE: Must be signed by GPSI intern)

Robert Smith

Robert Smith, Supervisor (NOTE: Must be signed by GPSI supervisor)

Appendix B – Sample Extended Leave request



GPSI Extended Leave form

GPSI Extended leaves are allowed for up to 5 business days for first year interns and up to 10 business days for second or third year interns. A business day means any day except any Saturday, any Sunday, or any day which is a federal or state legal holiday. You must count all days you will be gone from your office, including days you are not normally scheduled to work. Days when you are scheduled to work and there is a state/federal holiday do not count towards the 5 or 10 total days. Please cc your supervisor on this request and email to GPSI Office.

Intern Name: John Smith

Intern Year: 1st year

Intern UIN: 8675309

(ex: 1st, 2nd, 3rd)

Supervisor: Jane Doe

Date of Departure: Monday, December 26, 2022

Date of Return: Wednesday, January 4, 2023

Business Days Absent: 5

Table with 3 columns for outlining absence days and including state holidays. Includes text: 'Outline your absence:', 'Include any state holidays (SH) that occur during your leave, but do not count them as business days'

- I will be flying
I will not be flying

Additional Notes: N/A

I certify I have discussed this leave with my supervisor and they approve of my absence. I confirm that I have earned the required benefit or banked time to be absent.

JS