

## Air Region F&A Internship General Information

### General Process:

All business units create a general requisition when a position is needed. F&A has an open standard requisition that remains open on the internal opportunities site to allow visibility to our internal candidates. For the purpose of this document, internal candidates are PT Sups and Union Air District Employees. Other employee types have not been explored or introduced within the F&A Internship Program.

### F&A Internship Program highlights:

#### Qualifications:

- May be a Freshman or hire status within degree program
- May be one year from the date of obtaining an undergraduate degree
- May be a current MBA student
- Business Majors considered

### Commitment is 1 year (could be extended; based on performance):

F&A positions are generally one year in length. All interns/coops have evaluations at (6-8wks, 6 months and 1 year). Nearing the end of that one year, the management team will ask the intern/coop if they would like to extend their position for another year.

**External:** If yes, employment continues. NO additional information/agreement is signed.

**Internal:** If yes, then the Management team, HR and or Coordinator makes contact with previous management's HR team to ask for an extension. A letter is sent by the management team similar to the Corporate Intern Assignment Extension Form.

#### Mutual Benefit/Termination:

*External:* Based on the agreement they initially signed, if the employee is not performing then we can terminate the contract. After discussion with an area HR rep, we can give the employee up to a 30 day notice.

*Internal:* If the employee is not performing the duties required for the internship, the management team must document all discussions relating to performance. This includes the evaluation reviews. The management team consults the local HR rep who then communicates with the former area HR and management team to place that person back in a position within their home district.

\*information is subject to change according to corporate policy, pay rules, and F&A program rules

## Intern Benefits

### Internal Benefits:

#### PT Sups:

- They keep all health and welfare benefits
- They keep their tuition benefits
- They keep their vacation/discretionary time
- They use the PTRS system
- They use the QPR/TMS system
- They keep their pay rate
- They keep their job classification as a PT Sup

#### Union:

- They withdraw from the union and forego their benefits (Contact their HR Rep for clarification/sign-off process)
- They keep their tuition benefits
- They use the corporate standard external hire intern/coop discretionary process (2 per semester); no buyout
- They use the UPSAS system
- They use the Corporate Intern Evaluation process
- Their pay rate is based on accumulated credit hours
- They change job classification to coop/intern

### External Hire Benefits:

- Interns and co-ops will also be eligible to participate in the UPS Retirement Plan as well as the UPS Savings Plan and Savings PLUS upon completion of the applicable waiting period.
- Two discretionary days per semester; Days for the calendar year and do not carryover; there is no buyout.
- They use the UPSAS system
- They use the Corporate Intern Evaluation process
- Their pay rate is based on accumulated credit hours

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