Legislative Management Committee Policy W -- Legislative Intern Program

(Adopted June 13, 2023)

(Amended December 9, 2024)

Section W-202. Hiring of interns -- List provided by participating institution -- Employment status of interns.

(1) Legislative services may hire for each annual general session of the Legislature up to 95 interns to participate in the legislative intern program.

(2)(a) ~~Legislative~~Except as provided in Subsection (2)(d), legislative services may hire an intern from a list of students provided by a participating institution if the participating institution:

(i) verifies that each student on the list:

(A) is enrolled as a student at the participating institution;

(B) is, except as provided in Subsection (2)(b)(i), a junior, senior, or graduate student;

(C) has, after graduating high school, completed at least one year of college-level course work; and

(D) has been approved by the participating institution as academically qualified and as otherwise meeting the standards established by the participating institution for a student to participate in the legislative intern program; and

(ii) assigns a faculty advisor for all students from that participating institution who are hired as interns in the legislative intern program.

(b)(i) Salt Lake Community College ~~is~~ and Snow College are not required to verify that each student on the list provided under Subsection (2)(a) is a junior, senior, or graduate student.

(~~ii~~c) The intern coordinator may waive a verification requirement under Subsection (2)(a)(i)(B) or (C) if:

(A) a participating institution requests a waiver for a specific student; and

(B) the intern coordinator determines that the waiver is in the best interests of the intern program.

(d) Legislative services may not hire a student from the list provided by a participating institution for program participation if legislative services determines the student is not qualified to participate in the program for any reason.

(3) (a) The intern coordinator may determine the number of interns a participating institution may provide for program participation.

(b) When making a determination under Subsection (3)(a), the intern coordinator may consider a participating institution's undergraduate enrollment data, historical program participation numbers, and other factors the intern coordinator determines relevant.

(c) At any time, the intern coordinator may reduce or increase the number of interns a participating institution may provide for program participation as the intern coordinator deems appropriate to support program objectives.

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42 ~~(3)~~(4)(a) An intern is an at-will employee and may be terminated at any time, with or
43 without notice and with or without cause.
44 (b) If the employment of an intern employed in the legislative intern program terminates
45 before the end of the employment period, the intern coordinator shall notify the intern's
46 participating institution of the termination.
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