

Student Intern Hiring Policy

Policy Section: Talent

Revision Date: August 2023

Next Review Date: August 2024

PURPOSE/INTENT

Blue Cross Blue Shield of Massachusetts strives to foster a strong and forward-thinking culture that enables it to meet individual and collective goals. That culture is bold, inclusive, innovative, and principled. It values integrity, compassion, trust, and collaboration.

ELIGIBILITY

Participation in any BCBSMA internship is exclusively available to current undergraduate or graduate students.

POLICY STATEMENT

This policy applies to any eligible candidate for a BCBSMA internship.

An internship is a temporary, mutually beneficial work arrangement between a business area and a student. Internships offered at BCBSMA are generally 12-weeks in duration and take place during summer months. The BCBSMA Summer Student Internship Program is a 12-week summer program dedicated to providing a consistent internship experience and programmatic support for summer internship opportunities throughout the company. Each internship opening is based on individual business area need and available supervisory and budgetary resources.

PRE-HIRE DISCUSSIONS OF COMPENSATION RESTRICTED

Hiring leaders and/or interviewers may not discuss compensation with intern candidates. This restriction includes, without limitation, discussions with intern candidates regarding their current, historical, or desired compensation. All conversations regarding compensation will be exclusively handled by recruiters or senior HR leaders.

No associate, including recruiters or other members of Human Resources, may ask or seek from an intern candidate, or the candidate's current or past employers, the candidate's current or past compensation.

REQUIREMENTS OF AN INTERNSHIP:

- Intern must be actively enrolled in an undergraduate or graduate program
- Internship will be immediately terminated upon loss of student eligibility
- Provides the student intern with the opportunity to gain on-the-job skills and workplace development while fulfilling a clear business need
- Has a defined beginning and end date
- Involves professional supervision with routine feedback to the intern
- All work is performed onsite at a BCBSMA building or remotely
- Provides intern with BCBSMA email and computer assets for all work purposes



MASSACHUSETTS

An internship is not an employment substitute for completing temporary work assignments at various points throughout a year. Ideally, internships at BCBSMA are part of a structured internship program.

An internship must be paid unless it is a formal component of the prospective intern's education program through an accredited academic institution and the business leader obtains approval from HR.

PAYING INTERNS:

Interns submit hours through [Workday](#). Interns will enter their time each week to receive payment. Within their first week, they will receive an email from Workday with a temporary password. Important: Each week leaders of interns will be prompted in Workday to approve the hours the intern has entered and submitted. Interns will not be paid unless they enter and submit their time and you approve the hours submitted.

Please note, interns do not qualify for many benefits, including vacation time, holidays, personal days, or bereavement time. If they are absent from work, they must enter 0 hours for any workdays missed. Student interns summoned for jury duty will be paid regular hours for the first three days of jury leave provided they provide their leader sufficient proof of the jury duty summons. Student interns who anticipate serving on a jury beyond three days should work with their leader regarding whether such an additional leave will be paid.

COMPENSATION GUIDELINES:

Student interns are paid for their hours worked and are eligible for overtime pay for hours worked in excess of 40 in a workweek.

BENEFITS:

Summer student interns are not eligible for any BCBSMA benefits.

EQUIPMENT:

Interns will be provided with the appropriate tools and technology to perform their job functions efficiently and effectively, including laptops. Laptops provided to resident interns may not be removed from the BCBSMA buildings and must be secured to the associate's desk by lock each night. Mobile or e-worker interns will be provided VPN access to work remotely outside of a BCBSMA building as needed.

EXTENSION:

Internships are temporary employment relationships with a defined start and end date. In rare cases extension requests may be reviewed and decided upon by Human Resources leadership.

RELATED DOCUMENTATION

N/A

FOR ADDITIONAL INFORMATION

For further information regarding this policy, please contact AskHR at x6-4747 or via email at AskHR@bcbsma.com.